



MEETING AGENDA

June 22, 2018

Michael J. Farrell, Chair

Jenny Allen

James Dailey

Diane Lewis

Dale Lowther

Andrew Payne

Donna Schulte

Steve Paine, Ed.D., Ex-Officio

Robert Brown, Ex-Officio

Paul Hill, Ph.D., Chancellor

Directions to the West Virginia **Regional Technology Park**

2000 Union Carbide Drive, South Charleston, West Virginia



Arriving from the EAST on I-64

(after leaving Charleston)

1. At I-64 exit 55, take Ramp (RIGHT) toward Kanawha Turnpike
2. Stay on Kanawha Turnpike [CR-12]
3. After about 0.5 mile, turn LEFT into the West Virginia Regional Technology Park (3300 Kanawha Turnpike)
4. Proceed to Building 2000

Arriving from the WEST on I-64

(approaching Charleston):

1. At I-64 exit 54, turn RIGHT onto Ramp towards US-60 / MacCorkle Ave / South Charleston
2. Keep RIGHT to stay on Ramp towards US-60
3. Bear RIGHT (East) onto US-60 [MacCorkle Ave SW], then immediately turn RIGHT (South-East) onto SR-601 [Jefferson Rd]
4. After 0.5 mile, bear left at the traffic light onto Kanawha Turnpike [CR-12]
5. Continue straight (0.1 mile) through the next traffic light on Kanawha Turnpike
6. After about 0.5 mile, turn RIGHT into the West Virginia Regional Technology Park (3300 Kanawha Turnpike)
7. Proceed to Building 2000

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION MEETING

June 22, 2018 | 9:00 a.m. | West Virginia Regional Technology Park

or by conference call*

AGENDA

I. Call to Order

II. Approval of Minutes (*Pages 5 – 16*)

III. Chairman's Report

A. Nominating Committee Report and Election of Officers

IV. Chancellor's Report

V. Council of Presidents' Report

VI. Updates from Constituent Groups

A. Advisory Council of Classified Employees

B. Advisory Council of Faculty

C. Advisory Council of Students

VII. Access

A. Approval of Lindsey Wilson College to Continue to Offer Baccalaureate and Master's Degree Programs at Southern West Virginia Community and Technical College (*Pages 17 – 18*)

B. Approval of Annual Reauthorization of Four-Year Degree-Granting Institutions (*Pages 19 – 33*)

C. Review of Institutional Tuition and Fees (*Pages 34 – 56*)

VIII. Success

A. Update on West Virginia GEAR UP (*Page 57*)

B. Update on the 2019 System Master Plan Development (*Page 58*)

IX. Impact

A. Approval of Soccer Field Complex (*Pages 59 – 96*)

B. Update on Research Programs (*Pages 96 – 98*)

X. Approval of Amendments to 401(a) Retirement Plan Document (*Pages 99 – 102*)

XI. Review of Institutional Operating Budgets and Approval of Fiscal Year 2019 Institutional Capital Budgets (*Pages 103 – 135*)

- XII. Approval of Fiscal Year 2019 Higher Education Policy Commission Division Operating Budgets and Higher Education Resource Allocation Projects (Pages 136 – 146)**
- XIII. Progress Report on Funding Model Research Study (Pages 147 – 148)**
- XIV. Approval to Repeal of Legislative and Procedural Rules (Pages 149 – 203)**
- XV. Approval of Proposed Series 62, Procedural Rule, Energy and Water Savings Performance Contracts, Monitoring, Use and Reduction (Pages 204 – 207)**
- XVI. Approval of Revisions to Series 4, Procedural Rule, Rules and Administrative Procedures (Pages 208 – 212)**
- XVII. Approval of Revisions to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents (Pages 213 – 218)**
- XVIII. Approval of Revisions to Series 7, Emergency and Legislative Rules, West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence (PROMISE) Scholarship (Pages 219 – 236)**
- XIX. Approval of Revisions to Series 54, Procedural Rule, Campus Safety Procedures (Pages 237 – 240)**
- XX. Approval of Revisions to Series 59, Procedural Rule, Awarding Undergraduate College Credit for Prior Learning (Pages 241 – 248)**
- XXI. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Issues**
 - A. Review of Presidential Contract at Shepherd University
 - B. Review of Presidential Contract at West Virginia State University
- XXII. Additional Board Action and Comment**
- XXIII. Adjournment**

****To join by conference call, dial 866-453-5550 and enter the participant code 5245480#.***

DRAFT MINUTES

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION WORK SESSION

March 15, 2018

I. Call to Order

Ms. Jenny Allen, Vice Chair, convened a work session of the Higher Education Policy Commission at 3:30 p.m., in the 9th Floor Conference Room at 1018 Kanawha Boulevard, East, Charleston, West Virginia, and by conference call. The following Commission members were present: Jenny Allen, Diane Lewis, and Dale Lowther. Also in attendance were Chancellor Paul L. Hill and staff, state college and university representatives, and others.

II. Review of March 23, 2018 Agenda

Higher Education Policy Commission staff provided an overview of the items on the agenda for the March 23, 2018 meeting.

III. Adjournment

There being no further business, the meeting was adjourned.

Michael J. Farrell, Chairman

Andrew A. Payne, Secretary

DRAFT MINUTES

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

March 23, 2018

I. Call to Order

Chairman Michael J. Farrell convened a meeting of the Higher Education Policy Commission at 9:00 a.m. in the David K. Hendrickson Conference Center of the West Virginia Regional Technology Park, 2000 Union Carbide Drive, South Charleston, West Virginia. The following Commissioners were present: Jenny Allen (via telephone), W. Clayton Burch (Ex-Officio), James W. Dailey, Michael J. Farrell, Diane Lewis, Dale Lowther, Steven L. Paine (Ex-Officio), and Andrew A. Payne. Commissioner Robert L. Brown (Ex-Officio) was absent. Also in attendance were Chancellor Paul L. Hill, institutional presidents, higher education staff, members of the faculty and classified staff councils, and others.

II. Approval of Minutes

Commissioner Lewis moved to approve the minutes of the meetings held on November 8 and November 17, 2017, and January 19, 2018. Commissioner Allen seconded the motion. Motion passed.

III. Chairman's Report

Chairman Farrell welcomed Commission members and the audience to the meeting. He introduced Mr. Clayton Burch, Acting Secretary of the Department of Education and the Arts, who will serve as Ex-Officio member. Chairman Farrell administered the Oath of Office to Mr. Burch.

Chairman Farrell announced the pending retirement of Chancellor Paul Hill. He praised the Chancellor for his leadership, his ability in securing grants, and his dedication to scientific endeavors. He plans to meet with the Commissioners to discuss the search process for the new Chancellor.

Chairman Farrell asked the presidents to share the effect of the legislative session on their campuses. He stated that our responsibility to the legislature is to have in place a new funding formula.

Chairman Farrell presented a revised schedule of Commission meetings for next year. He said that an additional meeting has been added to the calendar to ease the timely approval of certain items.

IV. Chancellor's Report

Dr. Paul Hill, Chancellor, introduced to the Commission new staff members Shelli Dronsfield, Director of Communications; Dr. Zornitsa Georgieva, Research and Policy Analyst; and Dr. Brandi Ettehadieh, Science and Research Education Outreach and Diversity Manager. He also introduced legislative interns Alley Ashley and Joyce Hicks, and thanked them for their hard work during the legislative session.

Chancellor Hill reflected on the recent legislative session noting the many ways in which the Commission staff responds to the requests of its constituents, specifically the Governor and his staff, legislators, and legislative committees.

Chancellor Hill reported on past and future events coordinated by the Commission staff such as the Enrollment Consulting Workshop on April 3, the Chancellor's STEM Speaker Series featuring Dr. Nina Tandon on April 19, a regional job fair at the Erma Byrd Higher Education Center on March 19, the annual Student Success Summit on July 25 and 26, and FAFSA completion workshops. Dr. Hill announced that the Commission has been awarded \$37,500 by the Lumina Foundation to develop a statewide Attainment Goal. This goal will provide a framework for the new system master plan, which will be presented to the Commission for approval later this year.

Chancellor Hill recognized Daniel Crockett, Director of Student and Educational Services, who will be retiring on March 31. He presented Mr. Crockett with a resolution recognizing his forty-year career within West Virginia higher education and presented him with a memento.

On a personal note, Chancellor Hill announced his intention to retire at the conclusion of his contract. He stated that he is fully committed to serve as long as necessary for the Commission to conduct a thorough search and to provide a smooth transition for his successor.

V. Council of Presidents' Report

Dr. Kendra Boggess, Chair of the Council of Presidents, reported that all presidents were active during the legislative session. She thanked those who supported the institutions, particularly with the guns on campuses legislation. She conveyed the presidents' relief at not experiencing budgets cut, and stated that they are working with the Governor's Office on the implementation of the 5 percent across-the-board salary increases. Dr. Boggess further stated that the presidents continue to be supportive of the Commission's proposed funding formula.

VI. Updates from Constituent Groups

A. Advisory Council of Classified Employees

Ms. Carrie Watters, representative to the statewide Advisory Council of

Classified Employees, thanked the Commissioners for their continued support and allowing the Council to present their concerns. She stated that the Council will continue to press the need for a unified agenda with the legislature as well as the public. Members will ask for assistance in helping secure potential funding for adequate pay increases and maintaining employee benefits. She further stated that employees are unsatisfied with the Mercer study shift from recommending a market-based system to implementing a merit-based system; the change is causing discord among several groups of employees and across the institutions. She requested that the results of the Higher Education Sustainability Study be shared with the Council as well as other information that may have an impact on classified employees. Ms. Watters affirmed the support of classified staff for their institutions and students.

B. Advisory Council of Faculty

Dr. Marybeth Beller, Vice Chair of the Advisory Council of Faculty, reported that the Council is profoundly thankful to the Chancellor for working with the Governor to restore HERA monies allocated for faculty development. She stated that faculty shares the concerns of the presidents with recently enacted legislation allowing the presence of firearms on campuses. The Council hopes to work with the presidents over the summer break to develop security on campus.

C. Advisory Council of Students

The Council did not present a report.

VII. Legislative Update

Mr. Matt Turner, Executive Vice Chancellor for Administration, provided an overview of legislative activity related to higher education. The West Virginia Legislature's 2018 regular session concluded on March 10, 2018. Mr. Turner reported that Senate Bill 284, the free community college bill, did not pass; House Bill 4015, reporting requirements for state vehicles, and House Bill 4187, allowing the possession of firearms in employer parking lots, were adopted. He stated that the higher education community was pleased with the results of the budget bill, which passed on time, and thanked staff at the Senate and House of Delegates and legislative staff at the Commission for their hard work. He stated he has already received calls from the Governor's office asking for a higher education agenda for next year's legislative session.

VIII. Access

A. Presentation of 2017 Financial Aid Comprehensive Report

Mr. Brian Weingart, Senior Director of Financial Aid, reported that in

accordance with West Virginia Code §18C-1-1e, the Financial Aid Comprehensive Report along with its two supplements on institutional aid at public institutions, and federal aid and student loans, together provide a comprehensive view of the principle sources of financial aid at West Virginia colleges and universities. This report contains descriptions of and changes to West Virginia student financial aid programs, policy recommendations for West Virginia aid programs, and longitudinal data about recipients of state financial aid and outcomes of these recipients. The data presented are for the 2015-16 academic year. Mr. Weingart highlighted specific parts of the report.

B. Approval of Fiscal Year 2019 Distribution Plan for the West Virginia Higher Education Grant Program

Mr. Weingart provided an overview of the proposed Fiscal Year 2019 distribution plan for the West Virginia Higher Education Grant Program.

Commissioner Lewis moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the proposed Fiscal Year 2019 Distribution Plan for the West Virginia Higher Education Grant Program.

Commissioner Payne seconded the motion. Motion passed.

C. Approval of Eligibility Requirements, Annual Award Amount and Summer Awards for the PROMISE Scholarship Program

Mr. Weingart provided an overview of the proposed eligibility requirements, annual award amount and summer awards for the PROMISE Scholarship Program.

Commissioner Dailey moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves proposed eligibility requirements, the annual award amount, and summer awards for the PROMISE Scholarship Program.

Commissioner Payne seconded the motion. Motion passed.

D. Approval of Bachelor of Science in Adventure Recreation Management

Dr. Corley Dennison, Vice Chancellor for Academic Affairs, provided an overview of the proposed Bachelor of Science in Adventure Recreation Management at West Virginia University Institute of Technology.

Commissioner Lewis moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Bachelor of Science in Adventure Recreation Management at West Virginia University Institute of Technology for implementation in Fall 2018. This approval expires two years from the date of Commission approval if the program is not fully implemented.

Commissioner Dailey seconded the motion. Motion passed.

E. Update on 2018 Enrollment Consulting Workshop

Dr. Adam Green, Vice Chancellor for Student Affairs, stated that the Commission and the West Virginia Council for Community and Technical Education are partnering with Ruffalo Noel Levitz to offer a one-day Enrollment Consulting Workshop at the Embassy Suites in Charleston, West Virginia, on April 3, 2018. Topics to be explored will include the following: identify key market segments; generate sufficient demand to support enrollment goals; processing, database management and benchmarking; communication strategies; and financial aid, scholarships and yield. He invited all institutions to send representatives.

IX. Success

A. Report on Program Review

Dr. Mark Stotler, Director of Academic Programming, reported that in accordance with West Virginia Code §18B-1B-4 and §18B-2A-4 and Series 10, Procedural Rule, Policy Regarding Program Review, the institutions through their respective governing boards conducted reviews of academic programs for the 2016-17 academic year and submitted summary reports that indicated actions taken. A total of 99 programs were reviewed during this program review cycle. He summarized the actions taken.

B. Presentation of New Program Post-Approval Audits

Mr. Stotler stated that Series 11, Procedural Rule, Submission of Proposals for Academic Programs and the Monitoring and Discontinuance of Existing Programs, provides that “all proposals approved by the Higher Education Policy Commission shall be reviewed via a post-approval audit three years after the initial approval was received.” The reports submitted by the institutions are reviewed in relation to the original proposal approved by the Commission. He highlighted the seven post-approval audits.

X. Impact

A. Update on the West Virginia Regional Technology Park

Dr. Russell Kruzelock, CEO and Executive Director, provided an update on current developments and initiatives at the West Virginia Regional Technology Park. He reported that the expansion of Jefferson Road is underway and that he believes it will help to create shovel ready projects. Responding to Chairman Farrell's question regarding the laying of fiber cable, Dr. Kruzelock replied that Alpha Technologies is setting a fiber ring in South Charleston that will increase internet availability and speed at the Park. In regards to tenant N3 Company, it has begun phase 2 of its operation. He encouraged the institutions to check if students are interested in joining the company. Dr. Kruzelock stated that there is no shortage of creativity in West Virginia and his goal for the Park is to make use of that creativity.

B. Presentation of 2017 Higher Education Report Card

Dr. Zornitsa Georgieva, College Access and Success Research and Policy Analyst, stated that West Virginia Code §18B-1D-8 statutorily mandates the West Virginia Higher Education Report Card. This annual accountability report provides year-end higher education statistics for the Commission and the West Virginia Council for Community and Technical College Education. Many of the enrollment, retention, graduation, and financial aid statistics found throughout this publication are reflective of the individual master plans approved by the Commission. This edition of the West Virginia Higher Education Report Card primarily focuses on the 2016-17 academic year.

C. Presentation of 2017 Health Sciences and Rural Health Report Card

Dr. Robert Walker, Vice Chancellor for Health Sciences, stated that pursuant to West Virginia Code §18B-16-9(c), the *2017 West Virginia Health Sciences and Rural Health Report Card* was presented to the Legislative Oversight Commission on Education Accountability on January 8, 2018. It includes admissions data, licensure exam data, and student debt data from the state's three medical schools; graduation data from other health professions programs; Health Sciences Service Program and Medical Student Loan Program data; and, Rural Health Initiative program profiles. He summarized the data presented.

D. Approval of Revisions to Series 11, Procedural Rule, Submission of Proposals for Academic Programs at Public Regional Institutions and the Monitoring and Discontinuance of Existing Programs

Dr. Dennison presented an overview of the proposed revisions to Series 11.

Commissioner Payne moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission

approves revisions to Series 11, Procedural Rule, Submission of Proposals for Academic Programs at the Public Regional Institutions and the Monitoring and Discontinuance of Existing Programs to be filed with the Secretary of State for the 30-day public comment period and if no substantive comments are received that the Commission extends its final approval.

Commissioner Lewis seconded the motion. Motion passed.

XI. Approval of Institution Capital Assessments for Fiscal Years 2018 and 2019

Dr. Edward Magee, Vice Chancellor for Finance, presented an overview of the proposed approval of institution capital assessments for Fiscal Year 2018 and Fiscal Year 2019.

Commissioner Payne moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the adjusted institution capital assessments for Fiscal Year 2018 and Fiscal Year 2019.

Commissioner Lowther seconded the motion. Motion passed.

XII. Progress Report on Funding Model Research Study

Dr. Christopher Treadway, Senior Director of Research and Policy, stated that House Bill 2815, passed during the 2017 regular session of the West Virginia Legislature, called for the Commission to study the State's methods for allocating general revenue appropriations to public higher education institutions and to provide recommendations for a new funding formula to be implemented as early as Fiscal Year 2019. He proceeded to report on the progress of the funding model research study, features of the proposed funding model, and a recommended timeline for continued development and final report presentation.

Following the presentation, Commissioners engaged in discussion.

XIII. Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Issues

Commissioner Payne moved to convene in Executive Session under the authority of West Virginia Code §6-9A-4 to discuss personnel issues. Commissioner Dailey seconded the motion. Motion passed.

After deliberations, the Commissioners returned to open session.

Chairman Farrell stated that no decisions were made or actions taken during Executive Session.

XIV. Additional Board Action and Comment

There were no additional items or comments.

XV. Adjournment

There being no further business, Commissioner Dailey moved to adjourn the meeting. Commissioner Lewis seconded the motion. Motion passed.

Michael J. Farrell, Chairman

Andrew A. Payne, Secretary

DRAFT MINUTES
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
SPECIAL MEETING

April 23, 2018

I. Call to Order

Chairman Michael Farrell convened a special meeting of the Higher Education Policy Commission at 1:00 p.m. in the 9th Floor Conference Room at 1018 Kanawha Boulevard, East, Charleston, West Virginia, and by conference call. The following Commission members participated: Jenny Allen, Michael J. Farrell, Diane Lewis, Dale Lowther, and Andrew A. Payne. Commissioners Robert L. Brown (Ex-Officio), James W. Dailey, W. Clayton Burch (Ex-Officio), and Steven L. Paine (Ex-Officio) were absent. Also in attendance were Chancellor Paul Hill, staff members, and others.

II. Approval of Appointments to the Chancellor Search Committee

Commissioner Allen moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the following nominees to serve on the 2018 Chancellor Search Committee:

Dr. Jerry Beasley, former president of Concord University
Mr. Joe Beeson, member of the WV Independent Colleges and Universities Board of Directors
Dr. Marybeth Beller, Vice Chair of the Advisory Council of Faculty
Dr. Sarah Denman, former provost of Marshall University
Ms. Kathy Eddy, former member of the WV Higher Education Policy Commission
Ms. Georgette George, Vice Chair of the WV Regional Technology Park Board of Directors
Mr. Michael Farrell, Chair of the WV Higher Education Policy Commission
Mr. Thomas Heywood, Managing Partner at Bowles Rice LLP
Ms. Lisa Moten, Director of the Erma Byrd Higher Education Center
Mr. Andrew Payne, Secretary of the WV Higher Education Policy Commission
Ms. Amy Pitzer, Chair of the Advisory Council of Classified Employees
Mr. Kevin Sloan, Student at WV State University
Dr. John Thralls, former Vice Chancellor for Administration at the WV Higher Education Policy Commission

Be It Further Resolved, That the West Virginia Higher Education Policy Commission appoints Mr. Michael Farrell as Chair and Mr. Andrew Payne as Vice Chair of the 2018 Chancellor Search Committee.

Commissioner Lewis seconded the motion. Motion passed.

III. Adjournment

There being no further business, Commissioner Payne moved to adjourn the meeting. Commissioner Lewis seconded the motion. Motion passed.

Michael J. Farrell, Chairman

Andrew A. Payne, Secretary

DRAFT MINUTES

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION SPECIAL MEETING

May 7, 2018

I. Call to Order

Vice Chair Jenny Allen convened a special meeting of the Higher Education Policy Commission at 9:00 a.m. in the 9th Floor Conference Room at 1018 Kanawha Boulevard, East, Charleston, West Virginia, and by conference call. The following Commission members participated: Jenny Allen, Robert L. Brown (Ex-Officio), W. Clayton Burch (Ex-Officio), Diane Lewis, Dale Lowther, Steven L. Paine (Ex-Officio), and Andrew A. Payne. Commissioners Michael J. Farrell and James W. Dailey were absent. Also in attendance were Chancellor Paul Hill, staff members, and others.

II. Approval of Appointments to the Chancellor Search Committee

Commissioner Payne moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the following nominees to serve on the 2018 Chancellor Search Committee:

Dr. Bruce Berry, former chairman of the West Virginia Higher Education Policy Commission;

Ms. Sandra Chapman, former president of the West Virginia Board of Education;

Dr. Mary J.C. Hendrix, President of Shepherd University, representing the Council of Presidents for the West Virginia State Colleges and Universities; and

Mr. Gary Ray, former executive director of the West Virginia Secondary Schools Activities Commission.

Commissioner Lewis seconded the motion. Motion passed.

III. Adjournment

There being no further business, Commissioner Paine moved to adjourn the meeting. Commissioner Lowther seconded the motion. Motion passed.

Michael J. Farrell, Chairman

Andrew A. Payne, Secretary

West Virginia Higher Education Policy Commission
Meeting of June 22, 2018

ITEM: Approval of Lindsey Wilson College to Continue to Offer Baccalaureate and Master's Degree Programs at Southern West Virginia Community and Technical College

INSTITUTION: Southern West Virginia Community and Technical College

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the request of Lindsey Wilson College to continue to offer a Bachelor of Arts in Human Services and Counseling and a Master of Education in Human Development at Southern West Virginia Community and Technical College extending through June 30, 2022.

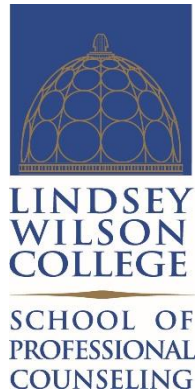
STAFF MEMBER: Corley Dennison

BACKGROUND:

At its meeting of June 23, 2017, the Commission approved a one-year extension for Lindsey Wilson College, a Kentucky institution, to offer a Bachelor of Arts in Human Services and Counseling and a Master of Education in Counseling and Human Development at Southern West Virginia Community and Technical College. Initial approval for the degrees was granted in 2006. The one-year extension was approved, during which time Marshall University and Southern West Virginia Community and Technical College were to explore the possibility of Marshall University offering degrees on Southern's campus. While talks were held, no formal agreement has been reached between the two institutions. Therefore, Southern West Virginia Community and Technical College President Dr. Robert Gunter and Lindsey Wilson College President Dr. William Luckey request a four-year extension to the existing agreement.

The approval of the requested extension and the presence of Lindsey Wilson College on Southern West Virginia Community and Technical College's campus does not prohibit any talks between Southern and Marshall from continuing.

The Lindsey Wilson College/Southern West Virginia Community and Technical College agreement has been quite successful as, since 2006, approximately 200 bachelor degrees have been awarded and there are 85 or more graduates in the master's program.



May 10, 2018

Dr. Corley Dennison
Vice Chancellor for Academic Affairs
West Virginia Higher Education Policy Commission

Dear Dr. Dennison,

Southern West Virginia Community and Technical College President Dr. Gunter has contacted Lindsey Wilson College President Dr. Luckey to request that we continue to partner with Southern to offer the B.A. in Human Services and Counseling and the M.Ed. in Counseling and Human Development.

I am writing to request that the Commission grant Lindsey Wilson College approval for a period of four years to continue to partner with Southern to offer the B.A. in Human Services and Counseling and the M.Ed. in Counseling and Human Development, and to seek guidance on the process for this application so that we can meet the requirements for being considered at the June 22, 2018 Commission meeting.

I appreciate your consideration and welcome any requests for supporting documentation or other information.

Sincerely,

A handwritten signature in blue ink that reads "J. Montgomery".

Jacquelyn Montgomery, M.A.
Associate Dean, School of Professional Counseling
Lindsey Wilson College
montgomeryj@lindsey.edu
O: 270-384-8121 C: 270-634-7738 Fax: 270-384-7312

West Virginia Higher Education Policy Commission
Meeting of June 22, 2018

ITEM: Approval of Annual Reauthorization of Four-Year Degree-Granting Institutions

INSTITUTIONS: Bluefield State College, Concord University, Fairmont State University, Glenville State College, Shepherd University, West Liberty University, and West Virginia State University; Alderson Broaddus University, Appalachian Bible College, Bethany College, Catholic Distance University, Davis and Elkins College, Future Generations University, Ohio Valley University, University of Charleston, West Virginia Wesleyan College, Wheeling Jesuit University; American Public University System, Salem University, and Strayer University

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the Annual Reauthorization for Bluefield State College, Concord University, Fairmont State University, Glenville State College, Shepherd University, West Liberty University, and West Virginia State University; Alderson Broaddus University, Appalachian Bible College, Bethany College, Catholic Distance University, Davis and Elkins College, Future Generations University, Ohio Valley University, University of Charleston, West Virginia Wesleyan College, Wheeling Jesuit University; American Public University System, Salem University, and Strayer University.

STAFF MEMBER: Mark Stotler

BACKGROUND:

Series 52, Procedural Rule, Annual Reauthorization of Degree-Granting Institutions, establishes a process for the Commission to annually reauthorize degree-granting institutions in West Virginia offering baccalaureate degrees and above. Institutions are required to provide all information “necessary to assess the performance of the institution and to determine whether the institution continues to meet the minimum, standards for conferring degrees.” The annual reauthorization “application report” includes such

information as verification of current accreditation status, student enrollment data, tuition and fee information, first to second year retention rates, graduation rates, student transfer information, licensure pass rates, student loan default rates, campus crime statistics, and a Composite Financial Index (CFI) score.

This is the fifth year of data submission which is reviewed by a Compliance Review Committee. The Compliance Review Committee is comprised of Commission staff, external consultants, and representatives from public and private institutions. In addition to the data that is submitted, the Committee may require additional information to assist in making recommendations for reauthorization. The Committee identified concerns and requested institutions to address the concerns in a report prior to submitting this agenda item.

In a general comparison to the 2017 review, a couple of items need to be highlighted:

- Financial health as documented by the CFI score was cited as a concern for six institutions which is an improvement from the ten institutions cited in last year's review.
- Enrollment decline has become a serious issue and was cited as a concern for ten institutions (up from four in 2017). Many of the institutions have exhibited four years of enrollment decline.

The information provided below identifies the institutions that were requested to provide reports addressing specific concerns identified by the Committee. Highlights of the institutional reports are provided.

Bluefield State College

Team Concerns: Four-year enrollment decline
 Graduation rate of 18.5 percent
 Status of participation in Higher Learning Commission
 Persistence and Learning Academy
 Licensure pass rates on Praxis and Nursing exams
 CFI score of -1.04

Institutional response:

Enrollment - Bluefield State College did not meet their goal of enrolling 290 first-year students in fall 2017 (222). Data analysis revealed a high percentage of students who registered but failed to enroll. Greater attention will be given to this population. The college reported a 1.25 percent increase in total enrollment for fall 2017.

Graduation - The graduation rate is being addressed through continued participation in the 15 to Finish initiative and through the Guided Pathways initiative.

Academy Participation - Participation in the Persistence and Learning Academy has led to efforts to improve on the Early Alert System.

Passage Rates - Licensure pass rates have improved. With respect to Praxis, course descriptions have been reviewed for possible alignment with standards.

CFI - After a slight improvement in the CFI, Bluefield State College continues to increase revenue sources such as enrollment and to monitor all expenditures and look for reductions.

Concord University

Team concerns: Four-year enrollment decline
 High number of test attempts to achieve success on Praxis exams

Institutional response:

Enrollment - Concord University has relied heavily on West Virginia residents for its enrollment. Increased competition and population decline has hampered efforts to increase enrollment. A comprehensive enrollment plan has been developed which addresses many areas including facilities, organizational structure, recruitment (including greater emphasis on out-of-state students), graduate recruitment, international recruitment, marketing and scholarships, and financial aid.

Test attempts - The high number of test attempts is the result of secondary education candidates being required to take six exams. Concord University has identified specific subtests that have proved challenging and have made curricular changes where needed.

Fairmont State University

Team concerns: Enrollment decline of 5.9 percent since 2013
 Graduation rate of 28 percent that represents a downward trend
 Low passage rate on Praxis exams
 CFI score of 0.17 that represents a decline

Institutional response:

Enrollment - Fairmont State University has set an enrollment growth target of 5.9 percent for 2018-2019. Admitted students will receive at least three personal contacts. The recruitment territories have been broadened and academic units have been assisted in broadening the reach of funds for student support.

Graduation - Studies found that withdrawals were primarily for financial reasons. The scholarship process is being overhauled to provide for four-year packages. Special assistance is being provided to students with balances of \$200 or less so that holds can be lifted and they can register. Professional advisors have been offering monthly workshops to faculty in "Appreciative Advising." The workshops focus on building relationships.

Passage rates - Special math, reading, and writing courses have been developed to provide support to students before taking Praxis I.

CFI - While the response indicates the CFI score is above 1.0 when OPEB liability is excluded, it should be noted that the 0.17 score as reported is without the OPEB liability. The CFI score was negatively impacted by reduced state appropriations, reduced Pell revenue, reduced capitol support, and increased interest on debt expense. Fairmont State University monitors the situation weekly and believes that the University is positioned to meet the challenge and remain financially viable.

Glenville State College

Team concerns: CFI score of -0.30
Low licensure passage rates on Praxis and Land Surveying exams

Institutional response:

CFI - There has been a slight improvement in the CFI score. Refinancing the bond debt has stabilized the overall debt structure at a reduced cash outlay for the college.

Passage rates - Glenville State College has enacted initiatives that will provide students with enhanced test preparation for licensure exams.

Marshall University

Team concern: Increases in crime reporting areas of drug law violations, robbery, and burglary

Institutional response:

The crime increase is due to increased enforcement in off-campus areas. Marshall University responded that campus safety and security is critical and that ten police officers are being added to the force.

Shepherd University

Team concerns: Four-year enrollment decline of 6.5 percent
Decline in CFI score from -0.04 to -0.32

Institutional response:

Enrollment - After significant turnover in leadership in the Enrollment Management division, stability has returned. The primary drivers on the enrollment decline were out-of-state enrollment and increased student attrition. A number of initiatives have been implemented to increase enrollment including strategic investment in 1) a regional recruiter, and 2) facilitation of dual enrollment and 2 plus 2 agreements. Early projections point to success with an increase in fall 2017 enrollment.

CFI - The CFI has been impacted by reductions in state support and a loss of revenue as a result of the enrollment decline. The institution has significantly reduced operating expenses in response to the loss of revenue. Shepherd University plans to examine the productivity of programs in a new and deeper way to better understand instructional costs.

West Virginia Liberty University

Team concerns: Four-year enrollment decline of 20.2 percent

Institutional response:

Enrollment decline was a result of reduced graduating classes at feeder schools in six counties which typically make up 50 percent of enrollment. In addition, enrollment was impacted by negative publicity associated with a state ethics investigation involving a former president. Under new leadership, budget decisions are based on their impact on recruitment and/or retention. New student enrollment increased in fall 2016 and fall 2017 and overall enrollment increased beginning in spring 2017. An emphasis on graduate education has also had a positive impact.

West Virginia State University

Team concerns: Retention rate of 57 percent
Praxis passage rates

Institutional response:

Retention - While recognizing the low retention rate, West Virginia State University notes that the rate had shown a steady climb. A number of initiatives have been implemented: 1) implementation of MAPWORK software focused on early alert, communication plan and monitoring at-risk students, 2) First-Year Advising Center which includes a mentoring element, and 3) participation in Complete College America's initiatives for Guided Pathways, corequisite, and 15 to Finish.

Passage rates - Content areas for low Praxis scores have been identified. Students are being advised of successful study strategies and curricular revisions are considered as appropriate.

West Virginia University

Team concerns: Enrollment decline at all campuses
 Low passage rate on law exam
 Retention rate of 54 percent at WVU Institute of Technology
 Retention rate decline at Potomac State College of WVU

Institutional response:

Enrollment - In fall 2017, Morgantown and Beckley campuses experienced an increase in first time freshmen enrollment. Potomac State College of WVU has engaged a consulting firm, hired additional recruiters and instituted strategies to promote unique majors.

Passage rate - Passage rate on the law exam meets American Bar Association (ABA) requirements. ABA calculations differ from those used by the Committee.

Retention - The retention rate for the fall 2016 cohort showed an increase at WVU Institute of Technology (63.2 percent) and is expected to improve as the institution settles into its new location. Potomac State College of WVU experienced a slight decrease in retention but not as large as reported due to a reporting error in 2015.

Alderson Broaddus University

Team concern: CFI score of 0.07

Institutional response:

Following default on bond payments in 2015, Alderson Broaddus University had graduated payments in the last two years. A new financial auditor discovered: 1) present value discounts were not taken on some investments and 2) substantial uncollected student receivables. A \$27 million loan from U.S. Department of Agriculture was applied for in March 2018 which would allow the retirement of high interest debt and a restructuring of the remaining debt. HLC has acknowledged the institution is actively addressing its financial issues. A HLC visit is scheduled for December 2018.

Bethany College

Team concerns: Enrollment decline of 28.2 percent since 2013
 No reporting of Praxis pass rates
 Loan default increase from 16.2 percent to 24.9 percent

Institutional response:

Enrollment - A new administration has abandoned the high admission/low retention model and is focused on students with an expectation of being successful. A

number of initiatives were implemented last year and will need time to show success. A search is underway for a Vice President for Enrollment Management who will have primary responsibility for monitoring the various initiatives.

Passage rates - Praxis test scores were in the acceptable range.

Loan Default - There was a reporting error with the loan default rate. The actual rate of 14.9 percent is an improvement from the previous year.

Davis and Elkins College

Team concern: Retention rates had declined from 70 percent in 2013 to 63.3 percent in 2016
 Low passage rate on nursing exam

Institutional response:

Retention - The retention rate has improved to 67.87 percent. A campus care team works with students identified as needing additional academic or social support. An improved advising and mentoring program is part of a new strategic plan being developed.

Passage rate - The nursing exam passage rate was 100 percent in 2017.

Ohio Valley University

Team Concern: CFI score of -0.30
 High level of attempts to achieve success on Praxis exams

Institutional response:

CFI - Following small improvements in the CFI, the score declined due to increased attention being given to working on clean energy alternative funding projects and less attention was given to spending. Responsibility for financial aspects of the institution have been reassigned. The institution received a cash infusion from the sale of bonds by the ACE foundation. Financial statements have improved but cash flow remains extremely tight. The institution anticipates proceeds of a sizeable estate in April and the sale of an unused building.

Passage rates - The School of Education has implemented a number of strategies to improve student success on Praxis exams including: a) peer tutors, b) early intervention by advisors, c) introduction of first semester course designed to expose majors early to tasks and goals.

Note: Following the meeting of the Reauthorization Committee, Commission staff received correspondence from the U.S. Department of Education indicating that Ohio Valley's CFI had reached -1.0 which required action if the institution desired

to participate in Title IV programs. In response, Ohio Valley University posted a letter of credit in the amount of \$348,000 and have been provisionally certified until September 30, 2020.

West Virginia Wesleyan College

Team concerns: While strong, the retention rate has decreased in each of the last two years
 High level of attempts to achieve success on Praxis

Institutional response:

Retention - With the help of a \$10 million, Title III grant, a number of retention strategies have been implemented. The result was the highest retention ever for the class of 2016 (73.6 percent).

Praxis - The Praxis exam consist of six different tests for elementary student and two tests for secondary students. The first time pass rate is over 90 percent. Of eleven graduates, two students required multiple attempts to pass various subtests. A Praxis math workshop is offered every semester. Students who fail any exam two times must complete a remediation plan.

Wheeling Jesuit University

Team concerns: Enrollment decline of 24.2 percent since 2013
 While strong, the retention rate has decreased in each of the past two years

Institutional response:

Enrollment - Wheeling Jesuit University has partnered with external entities to address the enrollment decline: a) Customer Relationship Management is handled through Slate Software designed to better manage recruiting populations and have more and effective communication flow, b) Royall provides support in becoming more targeted in marketing and recruiting efforts.

Retention - The retention drop is attributed to several factors including a) altering of curricula, b) elimination of majors, c) transitioning some majors to minors, and d) elimination of the swim team.

American Public University System

Team concerns: Four-year enrollment decline of 20.8 percent
 Graduation rate declined from 40 percent to 29 percent in two years

Loan default rate increase (20.1 percent to 23.6 percent)
Low passage rates on Praxis exam

Institutional response:

Enrollment - A concerted effort has been made to recruit students more likely to persist. American Public University has historically been open admission which has resulted in more students using federal student aid as a revenue source. The rate of enrollment decline has slowed.

Graduation rate - The graduation rate reported through IPEDs represents only three percent of new bachelor students (first-time, full-time). American Public University is focused on part-time working adults. In internal calculations, American Public University allows ten years for bachelor students to graduate. The latest calculation revealed a graduation rate of 40 percent.

Loan default - The loan default rate varies year to year but is expected to decrease as the institution implements its new "admission" policy. A third party has been contracted to communicate with students with delinquent loans.

Passage rates - Praxis test scores are impacted by a low sample size as the institution is in the process of teaching out its initial licensure program.

Salem University

Team concerns: Insufficient data on licensure pass rates for Praxis and nursing

Institutional response:

There were no Praxis results to be reported for the period covered. The School of Nursing reported that six of the seven graduates passed the nursing exam on the first attempt. The seventh member passed on a subsequent attempt.

Strayer University

Team concerns: Two-year enrollment decline of 23.9 percent
 Insufficient data regarding graduation and retention rates
 Federal loan data for West Virginia students

Institutional response:

Enrollment - Overall, Strayer University has experienced an enrollment increase which is attributed to a recovering economy. Strayer University is hopeful that a recent 3 percent GDP growth in West Virginia will result in increased enrollment here.

Retention - Strayer University's retention rate was 38.5 percent in 2013-2014. The rate increased to 48.6 percent in 2017-2018.

Graduation rate - To enhance graduation, a Graduation Fund has been implemented that provides for a free class after successful completion of three classes. The free classes can only be redeemed in the student's last year if they have remained enrolled.

Federal loan data - One hundred twenty-one West Virginia students are in repayment for federal loans and 30 are considered to be in default. Strayer University's overall loan default rate is 13.2 percent.

4-Year Performance
2017 Reauthorization Review

Institutions	Institution Type	Accreditation Status	Accreditation Date	Annualized Unduplicated Head Count				Tuition and Fees				Retention Rates			
				2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data
Bluefield State College	Public	Accredited	20-FEB-12	2,113	1,867	1,718	1,558	\$5,832	\$6,120	\$6,408	\$6,728	59.3	59.7	58.1	67.8
Concord University	Public	Accredited	04-SEP-08	3,172	3,025	2,954	2,803	\$6,318	\$6,902	\$7,208	\$7,732	64.0	67.0	65.0	67.0
Fairmont State University	Public	Accredited	21-MAY-13	4,969	4,694	4,822	4,677	\$5,824	\$6,306	\$6,950	\$6,950	61.0	64.0	65.0	69.0
Glenville State College	Public	Accredited	12-AUG-13	2,265	2,237	2,269	2,200	\$6,696	\$6,696	\$7,032	\$4,390	55.0	59.0	62.0	62.0
Marshall University	Public	Accredited	14-DEC-15	17,211	17,186	17,613	17,198	\$6,526	\$6,814	\$7,154	\$7,798	69.0	73.0	73.0	75.0
Shepherd University	Public	Accredited	20-JUN-12	4,962	4,738	4,712	4,641	\$6,570	\$6,830	\$7,170	\$7,328	68.0	68.0	66.0	66.0
West Liberty University	Public	Accredited	04-SEP-08	2,937	2,530	2,770	2,342	\$5,530	\$6,415	\$6,702	\$7,380	68.0	66.0	70.0	72.0
West Virginia University	Public	Accredited	12-AUG-14	33,265	33,265	32,464	32,188	\$6,456	\$6,960	\$7,632	\$7,992	77.1	76.3	72.4	79.3
Potomac State College of WVU	Public	Accredited	12-AUG-14	1,919	1,919	1,859	1,732	\$3,336	\$3,480	\$3,864	\$4,056	45.2	42.0	72.1	40.6
WVU Institute of Technology	Public	Accredited	12-AUG-14	1,423	1,423	1,533	1,497	\$5,808	\$6,048	\$6,336	\$6,648	53.2	53.5	53.8	54.0
West Virginia State University	Public	Accredited	26-OCT-15	3,337	3,830	3,769	4,175	\$6,228	\$6,662	\$6,996	\$6,228	58.1	58.7	58.1	57.0
WV School of Osteopathic Medicine	Public	Accredited	30-OCT-14	817	815	832	847	\$20,450	\$21,450	\$20,650	\$21,450	99.0	98.0	98.6	97.6
Alderson Broaddus University	Private	Accredited	06-AUG-13	1,233	1,232	1,241	1,221	\$22,740	\$24,140	\$24,140	\$25,350	58.0	55.0	55.0	55.0
Appalachian Bible College	Private	Accredited	27-JUL-15	311	317	311	295	\$20,849	\$21,940	\$14,000	\$13,700	83.0	77.9	59.0	63.0
Bethany College	Private	Accredited	25-JUN-09	1,002	997	826	719	\$25,736	\$26,500	\$27,638	\$28,254	53.0	70.0	58.0	67.0
Catholic Distance University	Private	Accredited	31-JAN-16	N/A	N/A	287	269	N/A	N/A	\$10,175	\$10,175	N/A	N/A	0.0	0.0
Davis & Elkins College	Private	Accredited	18-APR-11	984	953	918	945	\$27,492	\$27,492	\$27,492	\$28,842	70.0	70.3	64.8	63.3
Future Generations University	Private	Accredited	22-FEB-10	51	38	49	31	\$17,500	\$17,500	\$12,000	\$17,820	95.0	94.0	92.6	85.2
Ohio Valley University	Private	Accredited	12-NOV-13	531	485	509	485	\$19,260	\$19,840	\$19,840	\$21,100	64.0	54.0	56.0	62.0
University of Charleston	Private	Accredited	27-JUL-15	2,368	2,831	3,102	3,199	\$18,800	\$19,247	\$20,764	\$21,200	66.0	61.3	66.0	66.0
West Virginia Wesleyan College	Private	Accredited	29-APR-10	1,538	1,578	1,534	1,601	\$27,858	\$28,058	\$28,792	\$29,752	65.4	73.0	72.0	70.0
Wheeling Jesuit University	Private	Accredited	13-JAN-10	1,940	1,812	1,582	1,470	\$28,030	\$28,030	\$28,110	\$28,110	67.0	74.0	72.0	71.0
American Public University System	For-Profit	Accredited	26-MAY-06	115,131	109,214	100,156	91,144	\$6,400	\$6,880	\$6,850	\$6,880	83.8	76.0	71.0	77.0
Salem University	For-Profit	Accredited	27-FEB-14	1,044	946	1,029	1,008	\$17,700	\$17,700	\$14,600	\$15,050	41.0	38.0	41.0	46.0
Strayer University	For-Profit	Accredited	15-NOV-12	322	338	306	245	\$12,975	\$12,975	\$12,975	\$12,975	0.0	0.0	0.0	0.0

4-Year Performance
2017 Reauthorization Review

Institutions	Bachelor Graduation Rate				Loan Default Rate				% Undergrads Receiving Federal Loans				# Students Receiving Federal Loans				Financial Health			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data
Bluefield State College	18.0	21.5	22.9	18.5	26.8	23.7	19.5	18.2	0	60	56	57	663	724	724	705	N/A	N/A	-1.91	-1.04
Concord University	36.0	34.0	34.0	34.0	17.3	17.6	15.0	14.6	61	75	75	54	662	731	800	830	N/A	N/A	0.04	0.42
Fairmont State University	34.0	32.0	30.0	28.0	17.0	14.2	14.2	13.3	64	63	71	61	1,658	1,605	1,527	1,492	N/A	N/A	1.01	0.17
Glenville State College	30.0	23.0	29.0	44.0	21.7	23.0	16.8	19.7	76	69	67	73	432	446	467	467	N/A	N/A	-0.56	-0.38
Marshall University	45.0	44.7	45.0	45.0	15.6	11.7	9.5	10.0	60	59	59	58	2,901	3,290	3,153	3,223	N/A	N/A	2.19	2.88
Shepherd University	39.8	47.8	46.0	42.0	11.4	7.6	9.5	8.9	57	60	59	58	948	1,014	121	1,140	N/A	N/A	-0.04	-0.32
West Liberty University	41.0	40.0	48.0	43.0	18.2	18.1	10.4	9.0	77	82	49	70	689	764	337	765	N/A	N/A	0.31	1.18
West Virginia University	56.7	56.8	57.2	56.7	10.5	8.5	7.4	8.3	53	52	51	50	5,960	7,215	7,193	7,017	N/A	N/A	0.97	0.28
Potomac State College of WVU	16.8	20.7	0.0	0.0	10.5	8.5	7.4	8.3	53	55	52	46	5,960	7,215	7,193	7,017	N/A	N/A	0.97	0.28
WVU Institute of Technology	19.2	18.6	21.4	21.1	10.5	8.5	7.4	8.3	53	48	48	44	5,960	7,215	7,193	7,017	N/A	N/A	0.97	0.28
West Virginia State University	17.0	24.5	25.9	29.0	14.2	16.6	14.2	15.4	53	43	52	64	922	905	801	809	N/A	N/A	-1.65	-1.43
WV School of Osteopathic Medicine	0.0	0.0	0.0	0.0	0.6	0.9	0.0	0.0	0	0	0	0	496	203	179	167	N/A	N/A	0.00	0.00
Alderson Broaddus University	43.0	36.0	36.0	49.0	9.9	7.3	8.5	13.1	90	89	88	85	241	245	246	288	N/A	N/A	0.16	0.07
Appalachian Bible College	60.0	46.0	40.0	51.0	2.2	5.7	2.4	0.0	25	32	36	36	44	56	41	45	N/A	N/A	2.20	1.44
Bethany College	47.8	47.0	41.0	41.0	17.9	17.1	16.2	24.9	86	85	86	87	279	326	313	274	N/A	N/A	2.10	2.00
Catholic Distance University	N/A	N/A	0.0	0.0	N/A	N/A	0.0	0.0	N/A	N/A	0	5	N/A	N/A	0	1	N/A	N/A	1.80	2.02
Davis & Elkins College	38.0	41.5	43.4	47.0	14.8	8.6	14.5	11.8	66	64	66	63	243	207	240	253	N/A	N/A	3.00	3.00
Future Generations University	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0	0	N/A	N/A	2.90	1.56
Ohio Valley University	40.0	26.7	30.0	34.0	4.3	10.5	13.1	11.9	77	66	77	67	160	217	176	159	N/A	N/A	-0.26	-0.30
University of Charleston	36.0	47.0	40.0	49.0	8.3	6.6	10.6	8.2	64	54	45	46	444	422	458	690	N/A	N/A	2.93	2.68
West Virginia Wesleyan College	58.4	58.4	50.0	50.0	11.4	7.1	8.0	9.3	66	66	66	66	323	348	420	385	N/A	N/A	0.70	2.40
Wheeling Jesuit University	64.0	64.0	57.0	63.0	6.9	3.1	5.0	6.0	32	28	66	73	462	449	472	462	N/A	N/A	0.00	2.00
American Public University System	37.8	40.0	31.0	29.0	13.0	23.3	20.1	23.6	1	34	30	27	4,805	14,184	17,379	22,640	N/A	N/A	3.00	3.00
Salem University	7.0	15.0	12.0	26.0	27.6	20.9	15.4	17.4	86	81	79	81	715	578	558	641	N/A	N/A	1.80	2.30
Strayer University	0.0	0.0	0.0	0.0	14.9	11.6	11.3	13.2	84	68	57	64	25,724	27,802	26,776	27,068	N/A	N/A	2.80	3.00

4-Year Crime
2017 Reauthorization Review

Institutions	Illegal Weapons				Drug Law Violations				Liquor Violations				Murder				Negligent Manslaughter			
	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data
Bluefield State College	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Concord University	0	0	0	1	6	5	7	4	3	6	4	1	0	0	0	0	0	0	0	0
Fairmont State University	0	0	0	0	19	8	22	3	4	2	1	0	0	0	0	0	0	0	0	0
Glenville State College	0	0	0	0	13	8	0	1	7	3	2	1	0	0	0	0	0	0	0	0
Marshall University	4	0	1	3	50	36	16	68	48	44	47	30	0	0	0	0	0	0	0	0
Shepherd University	0	0	0	1	9	5	12	3	7	19	39	28	0	0	0	0	0	0	0	0
West Liberty University	0	0	1	1	2	4	10	7	21	21	8	12	0	0	0	0	0	0	0	0
West Virginia University	0	3	2	4	232	224	229	160	676	538	401	485	0	0	0	0	0	0	0	0
Potomac State College of WVU	0	0	0	0	28	19	20	17	91	44	48	25	0	0	0	0	0	0	0	0
WVU Institute of Technology	0	0	0	1	1	1	4	4	32	5	0	5	0	0	0	0	0	0	0	0
West Virginia State University	0	1	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WV School of Osteopathic Medicine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alderson Broaddus University	0	0	0	0	0	1	5	9	0	5	3	4	0	0	0	0	0	0	0	0
Appalachian Bible College	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bethany College	0	0	1	0	0	2	26	2	0	0	36	9	0	0	0	0	0	0	0	0
Catholic Distance University	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	0	0
Davis & Elkins College	0	0	0	0	4	0	0	0	17	0	0	0	0	0	0	0	0	0	0	0
Future Generations University	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ohio Valley University	0	0	0	0	0	0	1	0	0	0	3	0	0	0	0	0	0	0	0	0
University of Charleston	0	0	0	1	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0
West Virginia Wesleyan College	0	0	0	0	0	0	0	2	13	3	2	0	0	0	0	0	0	0	0	3
Wheeling Jesuit University	0	0	0	0	6	0	0	3	168	0	0	1	0	0	0	0	0	0	0	0
American Public University System	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salem University	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Strayer University	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

4-Year Crime
2017 Reauthorization Review

Institutions	Sex Offense Forcible				Sex Offense Non-Forcible				Robbery				Aggravated Assault				Burglary			
	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data
Bluefield State College	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
Concord University	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	12	3	2	2
Fairmont State University	1	2	13	5	0	0	0	0	2	0	0	0	1	0	2	0	10	3	12	7
Glenville State College	1	2	1	0	1	0	0	0	0	0	0	0	3	0	1	0	3	8	3	7
Marshall University	3	2	1	4	0	0	0	0	2	1	2	11	0	2	0	2	5	17	5	26
Shepherd University	8	1	5	5	0	0	0	0	1	1	0	0	0	0	0	0	3	0	0	2
West Liberty University	1	2	1	1	0	0	0	0	0	0	0	0	1	0	2	4	8	4	0	5
West Virginia University	21	18	16	13	0	0	0	0	6	1	4	5	2	5	9	1	22	21	19	22
Potomac State College of WVU	1	1	2	0	0	0	0	0	0	1	0	1	1	0	0	0	13	6	13	12
WVU Institute of Technology	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	5	6	3	1
West Virginia State University	1	1	3	3	0	0	0	0	1	1	0	0	2	2	0	1	1	4	2	6
WV School of Osteopathic Medicine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Alderson Broaddus University	3	0	1	2	0	0	0	1	0	0	0	0	2	0	1	1	5	10	17	13
Appalachian Bible College	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bethany College	5	5	0	2	0	0	1	0	1	0	1	0	1	2	0	0	25	15	8	8
Catholic Distance University	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	0	0
Davis & Elkins College	3	0	7	3	0	0	0	1	4	0	0	0	0	0	0	0	2	10	9	0
Future Generations University	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ohio Valley University	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	4	2
University of Charleston	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	9	1	8	11
West Virginia Wesleyan College	1	4	7	0	0	0	0	0	0	0	0	0	0	1	0	0	4	11	4	0
Wheeling Jesuit University	0	2	0	2	2	0	0	0	1	0	0	0	0	0	1	0	2	9	6	4
American Public University System	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salem University	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	5	3	4	0
Strayer University	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

4-Year Crime
2017 Reauthorization Review

Institutions	Motor Vehicle Theft				Arson				Hate Crimes			
	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data	2013 Data	2014 Data	2015 Data	2016 Data
Bluefield State College	1	0	0	0	0	0	0	0	0	0	0	0
Concord University	0	0	0	0	1	0	0	0	0	0	0	0
Fairmont State University	2	0	0	0	0	0	0	0	0	0	0	0
Glenville State College	0	0	0	0	0	0	0	0	0	0	0	0
Marshall University	1	2	0	3	0	1	0	1	0	0	0	0
Shepherd University	0	0	0	0	0	0	0	0	0	0	0	1
West Liberty University	0	1	0	0	0	0	0	0	0	0	0	0
West Virginia University	1	4	4	5	3	4	2	1	0	0	0	0
Potomac State College of WVU	0	0	0	0	1	1	0	0	0	0	0	0
WVU Institute of Technology	0	0	0	0	0	0	0	0	0	0	0	0
West Virginia State University	1	0	1	1	0	0	1	0	0	1	0	0
WV School of Osteopathic Medicine	0	0	0	0	0	0	0	0	0	0	0	0
Alderson Broaddus University	0	0	0	0	1	0	0	0	0	1	0	2
Appalachian Bible College	0	0	0	0	0	0	0	0	0	0	0	0
Bethany College	0	0	0	0	0	0	0	2	1	0	0	0
Catholic Distance University	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A	0	0
Davis & Elkins College	0	0	0	0	0	0	0	0	0	0	0	0
Future Generations University	0	0	0	0	0	0	0	0	0	0	0	0
Ohio Valley University	0	0	0	0	0	0	0	0	0	0	0	0
University of Charleston	0	0	0	1	1	0	0	0	0	0	0	0
West Virginia Wesleyan College	0	0	0	0	0	1	0	0	0	0	0	0
Wheeling Jesuit University	0	0	0	1	2	1	1	0	0	0	0	0
American Public University System	0	0	0	0	0	0	0	0	0	0	0	0
Salem University	0	0	0	0	0	0	0	0	0	0	0	0
Strayer University	0	2	1	0	0	0	0	0	0	0	0	0

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Review of Institutional Tuition and Fees

INSTITUTION: All

RECOMMENDED RESOLUTION: Information item

STAFF MEMBER: Ed Magee

BACKGROUND:

West Virginia Code requires the Commission to approve any tuition and fee increase greater than ten percent in any one year or where the increase would be more than seven percent per year, averaged over a rolling three-year period calculated by averaging the proposed increase with the increase for the immediate two previous years.

As in previous years, the institutions were asked to align prices with internal strategic and state goals regarding affordability, quality of instruction, retention, and financial strength. These goals were reviewed in relation to the institutions' relative market positions that will affect their pricing flexibility. In considering changes to non-resident tuition and fees, capacity utilization and revenue maximization strategies influence a decision to increase prices.

Institutions' state appropriations increased 3.93 percent on average for Fiscal Year 2019. The Higher Education Price Index increased 3.7 percent for 2017. The tuition and fees for all institutions did not exceed the 10 percent annual and 7 percent three-year rolling average thresholds requiring approval by the Commission.

West Virginia Higher Education Policy Commission

Summary of Regular Tuition and Fees - 2018-19 Academic Year

Resident Undergraduate Students

Institution	Tuition and Fees 2017-18	Tuition and Fees 2018-19	Increase Over 2017-18	Percentage of Increase
Bluefield State College	\$ 6,728	\$ 7,056	\$ 328	4.9%
Concord University	\$ 7,574	\$ 7,876	\$ 302	4.0%
Fairmont State University	\$ 7,296	\$ 7,514	\$ 218	3.0%
Glenville State College	\$ 7,342	\$ 7,308	\$ (34)	-0.5%
Marshall University	\$ 7,798	\$ 8,128	\$ 330	4.2%
Shepherd University	\$ 7,328	\$ 7,548	\$ 220	3.0%
West Liberty University	\$ 7,380	\$ 7,680	\$ 300	4.1%
West Virginia State University	\$ 7,346	\$ 7,712	\$ 366	5.0%
West Virginia University	\$ 8,376	\$ 8,856	\$ 480	5.7%
WVU Institute of Technology	\$ 6,960	\$ 7,464	\$ 504	7.2%
WVU - Potomac State College	\$ 4,248	\$ 4,488	\$ 240	5.6%
Bachelor's Degree	\$ 5,208	\$ 5,496	\$ 288	5.5%

West Virginia Higher Education Policy Commission

Regular Tuition and Fees - 2018-19 Academic Year
Undergraduate Students

Institution	Tuition and Fees 2017-18	Tuition and Fees 2018-19	Increase Over 2017-18	Percentage of Increase	Estimated Revenue Increase	Estimated Number of Students 2018-19
Bluefield State College						
Resident	\$ 6,728	\$ 7,056	\$ 328	4.9%	\$ 300,000	1,529
Metro	\$ 9,560	\$ 9,976	\$ 416	4.4%		
Non-Resident	\$ 13,032	\$ 13,536	\$ 504	3.9%		
Concord University						
Resident	\$ 7,574	\$ 7,876	\$ 302	4.0%	\$ 628,279	1,658
Discount Rate						
Non-Resident	\$ 16,654	\$ 17,320	\$ 666	4.0%		
Fairmont State University						
Regular Undergraduate						
Resident	\$ 7,296	\$ 7,514	\$ 218	3.0%	\$ 673,993	3,388
Non-Resident	\$ 15,398	\$ 16,324	\$ 926	6.0%		
Virtual Undergraduate						
Resident	\$ 5,116	\$ 5,424	\$ 308	6.0%	\$ 39,223	115
Non-Resident	\$ 7,536	\$ 8,288	\$ 752	10.0%		
Glenville State College						
Resident	\$ 7,342	\$ 7,308	\$ (34)	-0.5%	\$ 912,376	1,322
Metro	\$ 11,986	\$ 11,930	\$ (56)	-0.5%		
Non-Resident	\$ 16,598	\$ 16,518	\$ (80)	-0.5%		
Marshall University						
Resident	\$ 7,798	\$ 8,128	\$ 330	4.2%		
Metro	\$ 13,436	\$ 14,006	\$ 570	4.2%		
Non-Resident	\$ 17,856	\$ 18,614	\$ 758	4.2%		
Shepherd University						
Resident	\$ 7,328	\$ 7,548	\$ 220	3.0%	\$ (256,774)	
Non-Resident	\$ 17,868	\$ 18,048	\$ 180	1.0%		
West Liberty University						
Resident	\$ 7,380	\$ 7,680	\$ 300	4.1%	\$ 602,859	1,863
Metro	\$ 12,680	\$ 13,178	\$ 498	3.9%		
Non-Resident	\$ 15,020	\$ 15,620	\$ 600	4.0%		
West Virginia State University						
Resident	\$ 7,346	\$ 7,712	\$ 366	5.0%	\$ 572,424	3,128
Metro	\$ 12,762	\$ 13,400	\$ 638	5.0%		
Non-Resident	\$ 16,350	\$ 17,166	\$ 816	5.0%		
West Virginia University						
Resident	\$ 8,376	\$ 8,856	\$ 480	5.7%	\$ 16,302,000	19,000
Non-Resident	\$ 23,616	\$ 24,960	\$ 1,344	5.7%		
WVU Institute of Technology						
Resident	\$ 7,060	\$ 7,464	\$ 404	5.7%	\$ 590,406	1,145
Non-Resident	\$ 17,644	\$ 18,648	\$ 1,004	5.7%		
WVU - Potomac State College						
Resident	\$ 4,248	\$ 4,488	\$ 240	5.6%	\$ 268,000	1,203
Metro	\$ 6,816	\$ 7,200	\$ 384	5.6%		
Non-Resident	\$ 10,752	\$ 11,376	\$ 624	5.8%		
Bachelor's Degree						
Resident	\$ 5,208	\$ 5,496	\$ 288	5.5%	\$ 21,000	383,000
Metro	\$ 7,992	\$ 8,448	\$ 456	5.7%		
Non-Resident	\$ 12,024	\$ 12,720	\$ 696	5.8%		

West Virginia Higher Education Policy Commission

Regular Tuition and Fees - 2018-19 Academic Year
Graduate Students

Institution	Tuition and Fees 2017-18	Tuition and Fees 2018-19	Increase Over 2017-18	Percentage of Increase	Estimated Revenue Increase	Estimated Number of Students 2018-19
Concord University						
Resident	\$ 8,132	\$ 8,458	\$ 326	4.0%	\$ 89,486	305
Non-Resident	\$ 14,180	\$ 14,748	\$ 568	4.0%		
Fairmont State University						
Regular Graduate						
Resident	\$ 7,878	\$ 8,662	\$ 784	10.0%	\$ 31,037	47
Non-Resident	\$ 16,862	\$ 18,544	\$ 1,682	10.0%		
Virtual Graduate						
Resident	\$ 5,698	\$ 6,120	\$ 422	7.4%	\$ 54,808	125
Non-Resident	\$ 7,536	\$ 8,240	\$ 704	9.3%		
Marshall University						
Resident	\$ 8,088	\$ 8,432	\$ 344	4.3%		
Metro	\$ 14,340	\$ 14,948	\$ 608	4.2%		
Non-Resident	\$ 19,522	\$ 20,350	\$ 828	4.2%		
School of Medicine - Professional/Medicine						
Resident	\$ 22,154	\$ 23,094	\$ 940	4.2%		
Non-Resident	\$ 52,542	\$ 54,772	\$ 2,230	4.2%		
School of Pharmacy - Doctorate						
Resident	\$ 19,934	\$ 20,854	\$ 920	4.6%		
Non-Resident	\$ 34,418	\$ 35,526	\$ 1,108	3.2%		
School of Physical Therapy - Doctorate						
Resident	\$ 11,542	\$ 12,042	\$ 500	4.3%		
Non-Resident	\$ 18,258	\$ 19,034	\$ 776	4.3%		
School of Medicine - Graduate/Biomedical Science (Excluding Forensic Science)						
Resident	\$ 10,212	\$ 10,646	\$ 434	4.2%		
Metro	\$ 14,862	\$ 15,492	\$ 630	4.2%		
Non-Resident	\$ 21,202	\$ 22,102	\$ 900	4.2%		
School of Medicine - Graduate/Forensic Science						
Resident	\$ 9,332	\$ 9,632	\$ 300	3.2%		
Metro	\$ 13,972	\$ 14,414	\$ 442	3.2%		
Non-Resident	\$ 20,402	\$ 21,126	\$ 724	3.5%		
Masters of Public Health						
Resident	\$ 11,532	\$ 12,032	\$ 500	4.3%		
Non-Resident	\$ 24,722	\$ 25,822	\$ 1,100	4.4%		
School of Pharmacy - Masters in Pharmaceutical Sciences						
Resident	\$ 11,432	\$ 11,432	\$ -	0.0%		
International	\$ 24,322	\$ 24,322	\$ -	0.0%		
Non-Resident	\$ 18,922	\$ 18,922	\$ -	0.0%		
Shepherd University						
Resident	\$ 8,010	\$ 8,262	\$ 252	3.1%	\$ 12,766	
Non-Resident	\$ 11,448	\$ 11,880	\$ 432	3.8%		
West Liberty University						
MPS, MSC						
Resident	\$ 8,020	\$ 8,196	\$ 176	2.2%	\$ 40,455	57
Non-Resident	\$ 9,620	\$ 9,796	\$ 176	1.8%		
MaED						
Resident	\$ 8,020	\$ 8,196	\$ 176	2.2%	\$ 65,632	86
Non-Resident	\$ 9,620	\$ 9,796	\$ 176	1.8%		
MBA Program						
Resident	\$ 8,100	\$ 8,276	\$ 176	2.2%	\$ 63,888	79
Non-Resident	\$ 8,100	\$ 8,276	\$ 176	2.2%		
MA/MS Biology						
Resident	\$ 10,000	\$ 10,176	\$ 176	1.8%	\$ 11,711	9
Non-Resident	\$ 12,000	\$ 12,176	\$ 176	1.5%		
Physicians Assistant Program*						
Resident	\$ 13,230	\$ 13,230	\$ -	0.0%	\$ 164,465	33
Non-Resident	\$ 19,846	\$ 19,846	\$ -	0.0%		
*The above amounts are based on a regular academic term of two semesters. West Liberty University's Physician Assistant Program is accelerated and requires students to enroll for four semesters a year at \$ for resident students and \$ for non-resident students. Fees are approved one year in advance.						
West Virginia State University						

Resident	\$ 7,690	\$ 8,074	\$ 384	5.0%	\$ 21,552	48
Non-Resident	\$ 17,982	\$ 18,880	\$ 898	5.0%		
West Virginia University						
Resident	\$ 9,450	\$ 9,990	\$ 540	5.7%	\$ 2,553,600	2,840
Non-Resident	\$ 24,390	\$ 25,776	\$ 1,386	5.7%		
Professional - Health Sciences						
Dental Professional						
Resident	\$ 23,022	\$ 24,912	\$ 1,890	8.2%		
Non-Resident	\$ 52,524	\$ 55,314	\$ 2,790	5.3%		
Professional/Medicine (M1 - M3)						
Resident	\$ 20,682	\$ 21,438	\$ 756	3.7%		
Non-Resident	\$ 40,428	\$ 42,138	\$ 1,710	4.2%		
Professional/Medicine (M4)						
Resident	\$ 30,294	\$ 31,248	\$ 954	3.1%		
Non-Resident	\$ 59,256	\$ 61,344	\$ 2,088	3.5%		
Pharmacy D - Traditional (RA,RB)						
Resident	\$ 20,916	\$ 21,456	\$ 540	2.6%		
Non-Resident	\$ 41,148	\$ 42,534	\$ 1,386	3.4%		
Pharmacy D - Traditional (R3, R4)						
Resident	\$ 17,640	\$ 18,180	\$ 540	3.1%		
Non-Resident	\$ 34,578	\$ 35,964	\$ 1,386	4.0%		
Physical Therapy Doctorate						
Resident	\$ 11,790	\$ 12,564	\$ 774	6.6%		
Non-Resident	\$ 27,126	\$ 28,512	\$ 1,386	5.1%		
WV School of Osteopathic Medicine						
Resident - 1st to 3rd year students	\$ 22,472	\$ 22,472	\$ -	0.0%		
Resident - 4th year students	\$ 21,450	\$ 21,450	\$ -	0.0%		
Non-Resident - 1st to 3rd year students	\$ 53,710	\$ 53,710	\$ -	0.0%		
Non-Resident - 4th year students	\$ 51,200	\$ 51,200	\$ -	0.0%		

West Virginia Higher Education Policy Commission

Academic Year 2018-19 (Per Semester Rate)

Room and Board Rates

III. Room and Board Charges	Rate Per Semester 2017-18	Requested Rate Per Semester 2018-19	Increase (Decrease)	Percentage of Increase
Concord University:				
Residence Hall excluding North & South Towers				
Single Room	\$ 2,866	\$ 2,981	\$ 115	4.0%
Double Room	\$ 2,164	\$ 2,251	\$ 87	4.0%
Triple/Suite	\$ 2,164	\$ 2,251	\$ 87	4.0%
North & South Towers				
Single Room	\$ 3,095	\$ 3,210	\$ 115	3.7%
Double Room	\$ 2,393	\$ 2,480	\$ 87	3.6%
Triple/Suite	\$ 2,393	\$ 2,480	\$ 87	3.6%
Board	\$ 2,157	\$ 2,243	\$ 86	4.0%
Fairmont State University:				
Bryant Place (singles) (per bed price)	\$ 3,136	\$ 3,230	\$ 94	3.0%
Bryant Place (doubles) (per bed price)	\$ 2,650	\$ 2,730	\$ 80	3.0%
Prichard (double) (per bed price)	\$ 2,332	\$ 2,367	\$ 35	1.5%
Morrow (double) (per bed price)	\$ 2,332	\$ 2,367	\$ 35	1.5%
Morrow (double) (with Bath)	\$ -	\$ 2,519	\$ 2,519	0.0%
Pence (double) (per bed price)	\$ 2,332	\$ 2,367	\$ 35	1.5%
Pence (double) (with Bath)	\$ -	\$ 2,519	\$ 2,519	0.0%
Pence (Single) (9.5 mo)	\$ 2,782	\$ 3,230	\$ 448	0.0%
Pence (Single) (11.5 mo)	\$ 3,649	\$ -	\$ (3,649)	0.0%
University Terrace - Semi-Suite (9.5 mo)	\$ 2,902	\$ 3,018	\$ 116	4.0%
University Terrace - Semi-Suite (11.5 mo)	\$ 3,482	\$ -	\$ (3,482)	0.0%
Note: Damage Deposit Dorms \$200.00				
Board - 12 Meal Bronze Plan with \$225 Flex (5 day)	\$ 1,910	\$ -	\$ (1,910)	-100.0%
Board - 12 Meal Silver Plan with \$325 Flex (5 day)	\$ 2,002	\$ -	\$ (2,002)	-100.0%
Board - 12 Meal Gold Plan with \$425 Flex (5 day)	\$ 2,095	\$ -	\$ (2,095)	-100.0%
Board - 12 Meal Platinum Plan with \$525 Flex (5 day)	\$ 2,188	\$ -	\$ (2,188)	-100.0%
Board - 15 Meal Bronze Plan with \$65 Flex (5 day)	\$ 1,882	\$ -	\$ (1,882)	-100.0%
Board - 15 Meal Silver Plan with \$165 (5 day)	\$ 1,975	\$ -	\$ (1,975)	-100.0%
Board - 15 Meal Gold Plan with \$265 (5 day)	\$ 2,067	\$ -	\$ (2,067)	-100.0%
Board - 15 Meal Platinum Plan with \$365 (5 day)	\$ 2,160	\$ -	\$ (2,160)	-100.0%
Board - 15 Meal Bronze Plan with \$150 Flex (7 day)	\$ 1,981	\$ -	\$ (1,981)	-100.0%
Board - 15 Meal Silver Plan with \$250 Flex (7 day)	\$ 2,073	\$ 2,135	\$ 62	3.0%
Board - 15 Meal Gold Plan with \$350 Flex (7 day)	\$ 2,166	\$ -	\$ (2,166)	-100.0%
Board - 15 Meal Platinum Plan with \$450 Flex (7 day)	\$ 2,259	\$ -	\$ (2,259)	-100.0%
Board - 19 Meal Bronze Plan with \$75 Flex (7 day)	\$ 2,062	\$ -	\$ (2,062)	-100.0%

Board - 19 Meal Silver Plan with \$175 Flex (7 day)	\$ 2,155	\$ 2,220	\$ 65	3.0%
Board - 19 Meal Gold Plan with \$275 Flex (7 day)	\$ 2,248	\$ -	\$ (2,248)	-100.0%
Board - 19 Meal Platinum Plan with \$375 Flex (7 day)	\$ 2,340	\$ -	\$ (2,340)	-100.0%
The Ultimate - 210 swipes with \$350 Flex	\$ -	\$ 2,340	\$ 2,340	0.0%
Eating Made Easy - 160 swipes with \$300 Flex	\$ -	\$ 1,920	\$ 1,920	0.0%
On the Go - 40 swipes with \$25 Flex (Commuter, Apts or Reload)	\$ -	\$ 460	\$ 460	0.0%
University Terrace Apartments - 75 Meal Plan with \$75 Flex	\$ 503	\$ -	\$ (503)	-100.0%
University Terrace Apartments - 100 Meal Plan with \$100 Flex	\$ 670	\$ -	\$ (670)	-100.0%
University Terrace Apartments - 12 Meal Plan with \$225 Flex (7 day)	\$ 2,266	\$ -	\$ (2,266)	-100.0%
Glenville State College:				
Pickens Hall (Scott Suites)				
Double	\$ 2,282	\$ -	\$ (2,282)	-100.0%
Goodwin Hall				
Single	\$ 3,559	\$ 3,559	\$ -	0.0%
Double	\$ 2,891	\$ 2,891	\$ -	0.0%
Riverfont Residence				
Double	\$ -	\$ 2,891	\$ 2,891	0.0%
Board Plan	\$ 2,080	\$ 2,080	\$ -	0.0%
Marshall University				
Holderby Hall				
Deluxe Single	\$ 3,345	\$ 3,394	\$ 49	1.5%
Twin Towers:				
Deluxe Single	\$ 3,757	\$ 3,813	\$ 56	1.5%
Double Room	\$ 2,697	\$ 2,737	\$ 40	1.5%
Buskirk:				
Deluxe Single	\$ 3,833	\$ 3,833	\$ -	0.0%
Double	\$ 2,751	\$ 2,751	\$ -	0.0%
Marshall Commons:				
Single Room Suite	\$ 4,218	\$ 4,218	\$ -	0.0%
Double Room Suite	\$ 3,160	\$ 3,207	\$ 47	1.5%
First Year Residents Hall (Capstone)				
Double Room with Bath	\$ 3,133	\$ 3,227	\$ 94	3.0%
Summer Housing				
Single Room	\$ 1,174	\$ 1,174	\$ -	0.0%
Double Room	\$ 844	\$ 844	\$ -	0.0%
Early Arrival / Break Housing				
Single Room	\$ 40	\$ 40	\$ -	0.0%
Double Room	\$ 30	\$ 30	\$ -	0.0%
Off-Campus Overflow (Used only when needed)				
Single occupancy/per day	\$ 40	\$ 40	\$ -	0.0%
Double occupancy/per day	\$ 30	\$ 30	\$ -	0.0%
Board - Unlimited w/\$50 Flex Dollars	\$ 1,930	\$ 1,998	\$ 68	3.5%
Board - Unlimited w/\$150 Flex Dollars	\$ 2,030	\$ 2,098	\$ 68	3.3%
Board - Unlimited w/\$250 Flex Dollars	\$ 2,130	\$ 2,198	\$ 68	3.2%
175 Block + \$525 Flex	\$ 1,930	\$ 1,998	\$ 68	3.5%

175 Block + \$625 Flex	\$ 2,030	\$ 2,098	\$ 68	3.3%
140 Block + \$725 Flex	\$ 1,854	\$ 1,919	\$ 65	3.5%
160 Block + \$625 Flex	\$ 1,906	\$ 1,972	\$ 66	3.5%
140 Block + \$65 Flex	\$ 1,494	\$ 1,545	\$ 51	3.4%
New Commuter Meal Plans				
20 Meals w/%50 Flex Dollars	\$ 222	\$ 230	\$ 8	3.6%
12 Meals w/\$150 Flex Dollars includes 2 guest passes	\$ 260	\$ 269	\$ 9	3.5%
20 Meals w/\$100 Flex Dollars includes 5 guest passes	\$ 275	\$ 285	\$ 10	3.6%
30 Meals w/\$200 Flex Dollars	\$ 410	\$ 424	\$ 14	3.4%
50 Meals w/\$100 Flex Dollars	\$ 455	\$ 471	\$ 16	3.5%
Summer Unlimited Meal Plan	\$ 602	\$ 623	\$ 21	3.5%
Shepherd University:				
Gardiner Hall, Kenamond Hall and Turner Hall:				
Double	\$ 2,260	\$ -	\$ (2,260)	-100.0%
Single	\$ 3,277	\$ -	\$ (3,277)	-100.0%
Shaw Hall and Thatcher Hall:				
Double	\$ 2,815	\$ 2,870	\$ 55	2.0%
Single	\$ 4,081	\$ 4,161	\$ 80	2.0%
West Woods Complex and Miller Hall:				
Suite/Double	\$ 3,177	\$ 3,177	\$ -	0.0%
Suite/Single	\$ 4,216	\$ 4,216	\$ -	0.0%
Potomac Place				
Suite/Double	\$ 3,188	\$ 3,252	\$ 64	0.0%
Suite/Single	\$ 4,275	\$ 4,361	\$ 86	0.0%
Board(average)	\$ 2,142	\$ 2,158	\$ 16	0.7%
West Liberty University:				
Residence Hall Capital Fee	\$ 415	\$ 415	\$ -	0.0%
Single-(per person per semester)	\$ 2,840	\$ 2,745	\$ (95)	-3.3%
Double-(per person per semester)	\$ 1,945	\$ 1,945	\$ -	0.0%
Single Boyd Hall/Rodgers Hall	\$ 1,945	\$ 1,945	\$ -	0.0%
Single Curtis Hall	\$ -	\$ 2,345	\$ 2,345	0.0%
Topper Towers 9M	\$ -	\$ 2,832	\$ 2,832	0.0%
Topper Towers 12M	\$ -	\$ 3,776	\$ 3,776	0.0%
University Place I 9M	\$ 3,028	\$ 3,073	\$ 45	1.5%
University Place I 12M	\$ 4,028	\$ 4,088	\$ 60	1.5%
University Place II 9M	\$ 3,260	\$ 3,309	\$ 49	1.5%
University Place II 12M	\$ 4,335	\$ 4,400	\$ 65	1.5%
Board				
Regular meal plan	\$ 2,135	\$ 2,178	\$ 43	2.0%
5 meal plan	\$ 805	\$ 821	\$ 16	2.0%
50 meal block plan	\$ 415	\$ 423	\$ 8	1.9%
Cable & Internet Fee	\$ 165	\$ 165	\$ -	0.0%
West Virginia State University:				
All Residence Halls:				

Keith Scholars Hall 2BR	\$ 3,588	\$ 3,768	\$ 180	5.0%
Keith Scholars Hall 2BR Handicap	\$ 3,588	\$ 3,768	\$ 180	5.0%
Keith Scholars Hall 2BR Resident Advisor/Assistant Unit	\$ 3,722	\$ 3,908	\$ 186	5.0%
Keith Scholars Hall 3BR	\$ 3,588	\$ 3,768	\$ 180	5.0%
Keith Scholars Hall 4BR	\$ 3,588	\$ 3,768	\$ 180	5.0%
Keith Scholars Hall 4BR Handicap	\$ 3,588	\$ 3,768	\$ 180	5.0%
Sullivan West Single	\$ 3,181	\$ 3,340	\$ 159	5.0%
Sullivan West Double	\$ 2,195	\$ 2,305	\$ 110	5.0%
Sullivan East Double	\$ 2,195	\$ 2,305	\$ 110	5.0%
Sullivan East Single	\$ 3,181	\$ 3,340	\$ 159	5.0%
Sullivan East Independent (8th Floor) (no double occupancy)	\$ 3,332	\$ 3,498	\$ 166	5.0%
Dawson Single	\$ 3,349	\$ 3,516	\$ 167	5.0%
Dawson Double	\$ 2,292	\$ 2,407	\$ 115	5.0%
Dawson Room (Summer only) per week	\$ 265	\$ 278	\$ 13	4.9%
Sullivan Room (Summer only) per week	\$ 236	\$ 248	\$ 12	5.1%
Keith Scholars Room (Summer only) per week	\$ 451	\$ 473	\$ 22	4.9%
Board Plans:				
Board - Option #1	\$ 2,345	\$ 2,415	\$ 70	3.0%
Board - Option #2	\$ 2,075	\$ 2,137	\$ 62	3.0%
Board - Option #3	\$ 2,142	\$ 2,207	\$ 65	3.0%
Board (Summer only) per week	\$ 190	\$ 195	\$ 5	2.6%
Dining Dollars (minimum opening balance)	\$ 159	\$ 150	\$ (9)	-5.7%
Commuter Plan - New students/new transfers	\$ 318	\$ 334	\$ 16	5.0%
Commuter Plan - Returning students	\$ 286	\$ 334	\$ 48	16.8%
West Virginia University:				
Residence Hall Rooms ¹				
Single room	\$ 3,447	\$ 3,550	\$ 103	3.0%
Double room	\$ 2,748	\$ 2,830	\$ 82	3.0%
Triple room	\$ 2,606	\$ 2,684	\$ 78	3.0%
Quad room	\$ 2,453	\$ 2,527	\$ 74	3.0%
Single Occupancy in Double Room	\$ 3,939	\$ 4,057	\$ 118	3.0%
Single suite	\$ 3,447	\$ 3,550	\$ 103	3.0%
Double suite	\$ 2,925	\$ 3,013	\$ 88	3.0%
Triple suite	\$ 2,896	\$ 2,983	\$ 87	3.0%
Quad suite	\$ 2,872	\$ 2,958	\$ 86	3.0%
¹ Applies to Evansdale Residential Complex, Arnold, Boreman, Dadisman, Spruce House and Pierpont.				
Summit Hall				
Single Suite	\$ 3,545	\$ 3,651	\$ 106	3.0%
Double Suite	\$ 3,009	\$ 3,099	\$ 90	3.0%
Stalnaker Hall				
Single Suite	\$ 3,621	\$ 3,730	\$ 109	3.0%
Double Suite	\$ 3,078	\$ 3,170	\$ 92	3.0%
Lincoln Hall				
Single room, shared bath	\$ 3,621	\$ 3,730	\$ 109	3.0%
Single suite, private bath	\$ 3,621	\$ 3,730	\$ 109	3.0%
Double suite	\$ 3,472	\$ 3,576	\$ 104	3.0%

Honors Hall				
Single Suite	\$ 3,675	\$ 3,785	\$ 110	3.0%
Double Suite	\$ 3,521	\$ 3,627	\$ 106	3.0%
Oakland Hall				
Double Suite	\$ 3,920	\$ 4,057	\$ 137	3.5%
Seneca Hall				
Double Suite	\$ 4,880	\$ 5,026	\$ 146	3.0%
Quad Suite	\$ 4,100	\$ 4,378	\$ 278	6.8%
Triple	\$ 4,250	\$ 4,378	\$ 128	3.0%
Board Plans				
20 Meals per week Plan w/\$50 Bonus Bucks	\$ 2,540	\$ 2,629	\$ 89	3.5%
15 Meals per week Plan w/\$50 Bonus Bucks	\$ 2,234	\$ 2,312	\$ 78	3.5%
Blue Plan - 160 meals + \$300 Bonus Bucks	\$ 2,028	\$ 2,084	\$ 56	2.8%
Gold Plan - 220 +300 Bonus Bucks	\$ 2,566	\$ 2,641	\$ 75	2.9%
Gold Plan Refills	\$ 188	\$ 195	\$ 7	3.7%
Blue Plan Refills	\$ 188	\$ 195	\$ 7	3.7%
Upper Class Elite: 80 meals/semester with \$100 Bonus Bucks	\$ 924	\$ 956	\$ 32	3.5%
Upper Class Elite: 80 meals/semester	\$ 480	\$ 497	\$ 17	3.5%
West Virginia University Institute of Technology:				
Residence Hall Rooms				
Hogan				
Double Suite	\$ 3,505	\$ 3,505	\$ -	0.0%
Single Occupancy in Double Suite	\$ 4,190	\$ 4,190	\$ -	0.0%
University Hall	\$ 3,505	\$ 3,505	\$ -	0.0%
Summer Daily Rate	\$ 26	\$ 26	\$ -	0.0%
Board Plans				
10 Meal per week Plan (per semester)	\$ 1,757	\$ 1,792	\$ 35	2.0%
15 Meal per week Plan (per semester)	\$ 1,998	\$ 2,038	\$ 40	2.0%
19 Meal per week Plan (per semester)	\$ 2,147	\$ 2,190	\$ 43	2.0%
25 Meal Plan (per semester)	\$ 228	\$ 234	\$ 6	2.6%
50 Meal Plan (per semester)	\$ 440	\$ 449	\$ 9	2.0%
80 Meal Plan (per semester)	\$ 680	\$ 696	\$ 16	2.4%
Potomac State College of West Virginia University:				
Residence Hall Rooms ¹				
Double room - Daily Rate	\$ 17	\$ 18	\$ 1	5.9%
Single room	\$ 2,591	\$ 2,669	\$ 78	3.0%
Double room - Fall & Spring Semesters	\$ 1,950	\$ 2,009	\$ 59	3.0%
Triple room	\$ 1,677	\$ 1,727	\$ 50	3.0%
Double Suite	\$ 2,674	\$ 2,754	\$ 80	3.0%
Catamount Place				
Single room	\$ 2,591	\$ 2,669	\$ 78	3.0%
Double room - Daily Rate	\$ 17	\$ 18	\$ 1	5.9%
Double room	\$ 1,950	\$ 2,009	\$ 59	3.0%

Double Suite	\$ 2,391	\$ 2,463	\$ 72	3.0%
Double with half bath	\$ 2,133	\$ 2,197	\$ 64	3.0%
Single with half bath	\$ 2,772	\$ 2,855	\$ 83	3.0%
University Place				
Single Suite	\$ 3,253	\$ 3,351	\$ 98	3.0%
Double Suite - Fall and Spring Semesters	\$ 2,391	\$ 2,463	\$ 72	3.0%
Private Double Suite - Fall and Spring Semesters	\$ 2,802	\$ 2,886	\$ 84	3.0%
Double Suite -Daily Rate	\$ 20	\$ 21	\$ 1	5.0%
Private Double Suite - Daily Rate	\$ 23	\$ 24	\$ 1	4.3%
Residence Hall and Commuter Meal Plans				
Board - 19 Meal Plan w/\$50 Bonus Bucks	\$ 2,138	\$ 2,253	\$ 115	5.4%
Board - 15 Meal Plan w/\$50 Bonus Bucks	\$ 2,014	\$ 2,115	\$ 101	5.0%
Board - 10 Meal Plan w/\$50 Bonus Bucks	\$ 1,746	\$ 1,798	\$ 52	3.0%
Board Plans				
25 Meal Plan (per semester)	\$ 269	\$ 277	\$ 8	3.0%
50 Meal Plan (per semester)	\$ 418	\$ 432	\$ 14	3.3%
80 Meal Plan (per semester)	\$ 572	\$ 592	\$ 20	3.5%
25 Meal Plan (per semester) w/\$100 Bonus Bucks	\$ 369	\$ 377	\$ 8	2.2%
50 Meal Plan (per semester) w/\$100 Bonus Bucks	\$ 518	\$ 532	\$ 14	2.7%
80 Meal Plan (per semester) w/\$100 Bonus Bucks	\$ 672	\$ 692	\$ 20	3.0%

West Virginia Higher Education Policy Commission
Academic Year 2018-19
Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2017-18	Semester/ Occurrence 2018-19	Increase (Decrease)	Estimated Revenue 2018-19	Revenue Increase 2018-19	Number of Students 2018-19	Estimated Revenue 2018-19
Bluefield State College:							
Engineering Technology & Computer Science Fee (per credit hour)	\$ 25	\$ 25	\$ -	\$ 110,000	\$ -	0	\$ 110,000
Health Science Programmatic Fee:							
(A. S. N.)	\$ 450	\$ 450	\$ -	\$ 54,400	\$ -	0	\$ 54,400
(A. S. R. T. - Summer I & II, Fall, Spring)	\$ 225	\$ 225	\$ -	\$ 25,700	\$ -	0	\$ 25,700
LPN to RN Program Annual Fee (Bluefield & Beckley Campus)	\$ 500	\$ 500	\$ -	\$ 5,000	\$ -	0	\$ 5,000
BS Nursing (per credit hour)	\$ 25	\$ 25	\$ -	\$ 13,400	\$ -	0	\$ 13,400
BS Radiologic Science (per credit hour)	\$ 25	\$ 25	\$ -	\$ 7,500	\$ -	0	\$ 7,500
Business Lab Fee (per credit hour)	\$ 20	\$ 20	\$ -	\$ 10,000	\$ -	0	\$ 10,000
Business Programmatic	\$ 100	\$ 100	\$ -	\$ 50,000	\$ -	0	\$ 50,000
BS Education Programmatic Fee	\$ 100	\$ 100	\$ -	\$ 10,000	\$ -	0	\$ 10,000
On Line Fee (per credit hour)	\$ 30	\$ 30	\$ -	\$ 365,490	\$ -	0	\$ 365,490
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ 600	\$ -	0	\$ 600
Portfolio RBA Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ 100	\$ -	0	\$ 100
Science Programmatic Fee (per credit hour)	\$ 35	\$ 35	\$ -	\$ 114,800	\$ -	0	\$ 114,800
Arts Fee	\$ -	\$ 30	\$ 30	\$ -	\$ 30	60	\$ 1,800
Technology Fee (Degree Seeking Students)	\$ 42	\$ 42	\$ -	\$ 106,800	\$ -	0	\$ 106,800
Late Registration	\$ 50	\$ 50	\$ -	\$ 30,000	\$ -	0	\$ 30,000
Transcript (After First)	\$ 10	\$ 10	\$ -	\$ 20,000	\$ -	0	\$ 20,000
Graduation	\$ 50	\$ 50	\$ -	\$ 17,500	\$ -	0	\$ 17,500
Diploma Replacement	\$ 10	\$ 10	\$ -	\$ 100	\$ -	0	\$ 100
Parking Processing Fee	\$ 10	\$ 10	\$ -	\$ 2,000	\$ -	0	\$ 2,000
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ 1,500	\$ -	0	\$ 1,500
Credit Card Fee	2%	2.25%	0.25%	\$ -	\$ -	0	\$ -
Concord University:							
International Orientation Fee	\$ 130	\$ 130	\$ -	\$ 39,185	\$ -	449	\$ 39,185
Orientation Fee	\$ 85	\$ 85	\$ -	Included in the International Orientation Fee figures			
Business Major Fee	\$ 50	\$ 50	\$ -	\$ 12,150	\$ -	122	\$ 12,150
Late Registration Fee	\$ 25	\$ 25	\$ -	\$ 26,350	\$ -	1,054	\$ 26,350
Rental Property Late Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Transcript Fee	\$ 5	\$ 5	\$ -	\$ 39,590	\$ -	4,061	\$ 39,590
Priority Transcript Fee	\$ 10	\$ 10	\$ -	Included in the Transcript Fee figures			
Graduation Fee	\$ 50	\$ 50	\$ -	\$ 22,750	\$ -	455	\$ 22,750
Regents BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Regents BA Degree Per Hour Posting Fee	\$ 10	\$ 10	\$ -	Included in the Regents BA Degree Evaluation Figures			
Advanced Standing Exam	\$ 55	\$ 55	\$ -	\$ 110	\$ -	2	\$ 110
Dorm Damage Deposit	\$ 50	\$ 50	\$ -	\$ 9,150	\$ -	183	\$ 9,150
Security Deposit on Rental Properties *	\$ 225	\$ 225	\$ -	\$ 675	\$ -	0	\$ 675
Diploma Replacement	\$ 25	\$ 25	\$ -	Included in the Graduation Fee figures			
Late Graduation Fee	\$ 20	\$ 20	\$ -	\$ 1,020	\$ -	51	\$ 1,020
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ 125	\$ -	5	\$ 125
Technology Course Fee (per credit hour)	\$ 6	\$ 6	\$ -	\$ 123,102	\$ -	Cannot reasonably calculate due to the nature of charge	\$ 123,102
Lab Fee	\$ 25	\$ 25	\$ -	\$ 137,675	\$ -		\$ 137,675
Art Lab/Clay Fee (per credit hour)	\$ 100	\$ 100	\$ -	\$ 5,300	\$ -		\$ 5,300
Distance Learning Fee (per credit hour)	\$ 25	\$ 35	\$ 10	\$ 285,025	\$ -		\$ 285,025
Tutorial Fee	\$ 125	\$ 125	\$ -	\$ 27,625	\$ -		\$ 27,625
Directed Student Teaching (6hrs)	\$ 50	\$ 50	\$ -	\$ 3,000	\$ -		\$ 3,000
Athletic Training Special Fee	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
Service Fee - Installment Plan	\$ 50	\$ 50	\$ -	\$ 16,950	\$ 1,000	359	\$ 17,950
Post Office Box Rental	\$ 8	\$ 8	\$ -	\$ 7,375	\$ -	492	\$ 7,375
Parking Permit Decal	\$ 25	\$ 25	\$ -	\$ 27,650	\$ -	553	\$ 27,650
Graduate Application Fee	\$ 30	\$ 30	\$ -	\$ 4,800	\$ -	160	\$ 4,800
Replacement ID	\$ 25	\$ -	\$ (25)	\$ 2,500	\$ -	0	\$ 2,500
Reinstatement Fee	\$ 175	\$ 200	\$ 25	\$ 3,200	\$ 29	16	\$ 3,229
Fairmont State University							
Program Specific Fees:							
Undergraduate:							
School of Nursing	\$ 250	\$ 300	\$ 50	\$ 136,477	\$ 15,000	300	\$ 151,477
School of Business	\$ 150	\$ 200	\$ 50	\$ 135,151	\$ 25,000	500	\$ 160,151
College of Science and Technology	\$ 200	\$ 250	\$ 50	\$ 366,386	\$ 45,000	900	\$ 411,386
College of Liberal Arts	\$ -	\$ 200	\$ 200	\$ -	\$ 254,000	635	\$ 254,000
School of Education	\$ -	\$ 100	\$ 100	\$ -	\$ 100,000	500	\$ 100,000
School of Fine Arts	\$ -	\$ 100	\$ 100	\$ -	\$ 15,000	75	\$ 15,000

Exploratory	\$ -	\$ 100	\$ 100	\$ -	\$ 40,000	200	\$ 40,000
AAIMS	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	0	\$ -
Graduate:							
School of Business	\$ -	\$ 400	\$ 400	\$ -	\$ 30,000	25	\$ 30,000
College of Science and Technology (Formerly Masters of Architecture)	\$ 400	\$ 400	\$ -	\$ 2,400	\$ -	6	\$ 2,400
College of Liberal Arts (Formerly Masters of Criminal Justice)	\$ 150	\$ 400	\$ 250	\$ 4,500	\$ 15,000	30	\$ 19,500
School of Education	\$ -	\$ 200	\$ 200	\$ -	\$ 40,000	100	\$ 40,000
Architecture Program Fee	\$ 200	\$ -	\$ (200)	\$ -	\$ -	0	\$ -
Criminal Justice Program	\$ 150	\$ -	\$ (150)	\$ -	\$ -	0	\$ -
Flight School Rates (FSU 141):							
Private Pilot License	\$ 12,155	\$ 12,155	\$ -	\$ -	\$ -	0	\$ -
Instrument Rating License	\$ 12,305	\$ 12,305	\$ -	\$ -	\$ -	0	\$ -
Commercial License	\$ 26,365	\$ 26,365	\$ -	\$ -	\$ -	0	\$ -
FY 2015-16 Note: Flight school was previously operated by Pierpont. The cost indicated is total cost to obtain license if students training schedule is met.							
FY 2017-18 Note: FSU contracts with HOVA under FAA Part 141 Rule to provide flight instructors and airplanes. FSU collects the flight school fees and transfers all fees to HOVA.							
Special Fees:							
Application Fee - Graduate	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Application Fee - Undergraduate	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Credential Fee - Placement	\$ 3	\$ 3	\$ -	\$ -	\$ -	0	\$ -
Community College Baccalaureate Enhancement Fee (per credit hour)							
Resident	\$ 78	\$ 78	\$ -	\$ -	\$ -	0	\$ -
Non-Resident	\$ 103	\$ 103	\$ -	\$ -	\$ -	0	\$ -
Credit for Life Experience Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Course Fee (per credit hour) (previously known as Technology Fee)	\$ 6	\$ 8	\$ 2	\$ 280,000	\$ 93,333	4,667	\$ 373,333
Digital Resource Fee (per semester)	\$ -	\$ 120	\$ 120	\$ -	\$ 816,000	3,400	\$ 816,000
Digital Equipment Fee (one time fee)	\$ -	\$ 150	\$ 150	\$ -	\$ 510,000	3,400	\$ 510,000
Diploma Replacement	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Dual Enrollment Course Fee (per credit hour)	\$ 84	\$ 84	\$ -	\$ -	\$ -	0	\$ -
E-Rate University (per 3 hour course)	\$ 972	\$ 972	\$ -	\$ -	\$ -	0	\$ -
E-Rate Graduate (per 3 hour course)*	\$ 1,476	\$ 1,476	\$ -	\$ -	\$ -	0	\$ -
E-Learning Course Fee (per 3 hour course) (FS Students)	\$ 150	\$ 150	\$ -	\$ -	\$ -	0	\$ -
Exam for Course Credit (per credit hour)	\$ 22	\$ 50	\$ 28	\$ 220	\$ 280	10	\$ 500
Excess course withdrawal fee (per course assessed after 8 courses have been dropped)	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Faculty and Staff Parking Fee - Full-time (will be prorated if less than full-time) Annual	\$ 180	\$ 180	\$ -	\$ -	\$ -	0	\$ -
Fine Arts Course Fees (per credit hour):							
- Art - Pottery Materials Fee	\$ 15	\$ 20	\$ 5	\$ 3,300	\$ 1,000	200	\$ 4,300
- Art Painting/Drawing Materials Fee	\$ 7	\$ 15	\$ 8	\$ 4,800	\$ 5,500	600	\$ 10,300
- Debate - Materials Fee	\$ 15	\$ 20	\$ 5	\$ 240	\$ 80	15	\$ 320
- Music Lessons Fee	\$ 10	\$ 15	\$ 5	\$ 2,300	\$ 1,150	220	\$ 3,450
- Theatre Materials Fee	\$ 15	\$ 20	\$ 5	\$ 1,550	\$ 500	100	\$ 2,050
Foreign Languages Course Fee (per credit hour)	\$ 8	\$ 8	\$ -	\$ -	\$ -	0	\$ -
Graduation Processing Fee - Graduate	\$ 70	\$ 70	\$ -	\$ -	\$ -	0	\$ -
Graduation Processing Fee - Undergraduate	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Graduation Application Late Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
ID Card Replacement Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Late Registration	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Late Payment Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
MBA Course Fee (per credit hour)	\$ 25	\$ -	\$ (25)	\$ -	\$ -	0	\$ -
New Student Fee	\$ 120	\$ 120	\$ -	\$ -	\$ -	0	\$ -
Nursing Lab Fee (per credit hour)	\$ 12	\$ 12	\$ -	\$ -	\$ -	0	\$ -
Nursing Testing Fee (per semester)	\$ 166	\$ 166	\$ -	\$ -	\$ -	0	\$ -
Nursing Uniform Fee (once per program)	\$ 155	\$ 175	\$ 20	\$ 18,600	\$ 2,400	120	\$ 21,000
Occupational Develop/Tech Studies Degree Evaluation	\$ 150	\$ 150	\$ -	\$ -	\$ -	0	\$ -
Off-Campus Instruction (per credit hour up to 12 hours max)	\$ 15	\$ 15	\$ -	\$ -	\$ -	0	\$ -
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Reinstatement Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Returned Check Fee	\$ 15	\$ 15	\$ -	\$ -	\$ -	0	\$ -
Senior Citizens Audit Fee (per credit hour)	\$ 22	\$ 22	\$ -	\$ -	\$ -	0	\$ -
Teacher Cadet Dual Enrollment (per credit hour)	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Teacher Education - Clinical Experiences Fee	\$ 150	\$ 150	\$ -	\$ -	\$ -	0	\$ -
TEFL International Fee (per credit hour)	\$ -	\$ 80	\$ 80	\$ -	\$ 19,200	20	\$ 19,200
The American University (Maritius) Fee (per credit hour)	\$ -	\$ 80	\$ 80	\$ -	\$ 120,000	125	\$ 120,000
Transcript Fee	\$ 10	\$ 10	\$ -	\$ -	\$ -	0	\$ -
Priority Transcript Fee	\$ 15	\$ 15	\$ -	\$ -	\$ -	0	\$ -
University/Graduate Enhancement Fee (per credit hour)							
Resident	\$ 116	\$ 116	\$ -	\$ -	\$ -	0	\$ -
Non-Resident	\$ 257	\$ 257	\$ -	\$ -	\$ -	0	\$ -
HHP Outdoor Course Fee (per credit hour)	\$ 30	\$ 30	\$ -	\$ -	\$ -	0	\$ -
Fine Arts Major Course Fee (per credit hour)	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
School of Education Portfolio Fee (one-time)	\$ 130	\$ 130	\$ -	\$ -	\$ -	0	\$ -
Storytelling Course Fee (per credit hour)	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -

Tobacco Free Fine (2nd offense)	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Tobacco Free Fine (3rd offense)	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
Supplemental Math Course Fee	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
SCIE Course Fee	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
On-line/Hybrid Course Fee (per 3 hour course)	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
Glenville State College							
ACT Residual Test - institutional charge	\$ 50	\$ 50	\$ -	\$ 500	\$ -	10	\$ 500
Application Fee	\$ 20	\$ 20	\$ -	\$ 3,500	\$ (2,500)	50	\$ 1,000
Application Fee - International	\$ 100	\$ 100	\$ -	\$ 500	\$ (500)	0	\$ -
Applied Music Fee (per course)	\$ 160	\$ 250	\$ 90	\$ 4,000	\$ 20,000	96	\$ 24,000
Art - Digital Media (ART 270, 280, 350, 351, 370, 380, 490)	\$ 100	\$ 50	\$ (50)	\$ 5,000	\$ (3,550)	29	\$ 1,450
Art - Kiln Fee	\$ 70	\$ 50	\$ (20)	\$ 1,400	\$ 600	40	\$ 2,000
Art Studio Fee	\$ 50	\$ 25	\$ (25)	\$ 1,250	\$ (375)	35	\$ 875
Art 330	\$ 30	\$ 25	\$ (5)	\$ 330	\$ 270	24	\$ 600
Baccalaureate Degree in Criminal Justice - Correction Officers (per credit hour)	\$ 175	\$ 175	\$ -	\$ 8,750	\$ (8,750)	0	\$ -
Bad Check Fee	\$ 25	\$ 25	\$ -	\$ 250	\$ (175)	3	\$ 75
Business Program Assessment Fee (BUSN 100)	\$ 35	\$ 25	\$ (10)	\$ 5,250	\$ (550)	188	\$ 4,700
Certificate Program	\$ 20	\$ 20	\$ -	\$ 200	\$ -	10	\$ 200
Credit by Examination (per credit hour)	\$ 40	\$ 40	\$ -	\$ 800	\$ -	20	\$ 800
Computer Science - CSCI 101,201, 286, 304, 305, 335, 352 & 386	\$ 30	\$ 25	\$ (5)	\$ 7,200	\$ 3,025	409	\$ 10,225
Computer Science - CSCI 202, 360, 381, 405 & 435	\$ 30	\$ 25	\$ (5)	\$ 4,500	\$ (3,875)	25	\$ 625
Computer Science - Mkt 203 & 379	\$ 30	\$ 25	\$ (5)	\$ 1,800	\$ (1,000)	32	\$ 800
American Humanities / Nonprofit Cert. Entrance Fee	\$ 40	\$ 40	\$ -	\$ 400	\$ -	10	\$ 400
American Humanities / Nonprofit Final Portfolio Assmt Fee	\$ 100	\$ 100	\$ -	\$ 200	\$ -	2	\$ 200
Behavioral Science Research Fee (SOCS 293) per course	\$ 25	\$ -	\$ (25)	\$ 375	\$ (375)	0	\$ -
Behavioral Science Senior Seminar Fee (PSYC 493/SOCL 493) - per course	\$ 25	\$ -	\$ (25)	\$ 375	\$ (375)	0	\$ -
Criminal Justice Fee - CRJU 111	\$ -	\$ 30	\$ 30	\$ -	\$ 2,520	84	\$ 2,520
Criminal Justice Fee - CRJU 215, 315, 445	\$ 150	\$ 100	\$ (50)	\$ 16,200	\$ (7,900)	83	\$ 8,300
Criminal Justice Fee - CRJU 314	\$ 150	\$ 50	\$ (100)	\$ 1,800	\$ (1,150)	13	\$ 650
Criminal Justice Fee - CRJU240	\$ 100	\$ 100	\$ -	\$ 1,500	\$ (1,500)	0	\$ -
Criminal Justice Fee - CRJU 335, 435, 493	\$ 30	\$ 30	\$ -	\$ 1,200	\$ 90	43	\$ 1,290
Diploma Replacement Fee	\$ 25	\$ 25	\$ -	\$ 50	\$ -	2	\$ 50
Education Fee - EDUC 343, 345	\$ 50	\$ 50	\$ -	\$ 1,000	\$ (450)	11	\$ 550
Educational Foundations Fee (per course)	\$ 100	\$ -	\$ (100)	\$ 7,000	\$ (7,000)	0	\$ -
English Fee - EDUC 343, 345	\$ 50	\$ 25	\$ (25)	\$ 3,750	\$ 1,075	193	\$ 4,825
Exercise Science Lab Fee (EDUC 203)	\$ 25	\$ 25	\$ -	\$ 125	\$ (50)	3	\$ 75
Facsimile Fee (per page)	\$ 1	\$ 1	\$ -	\$ 100	\$ -	100	\$ 100
Fingerprint Fee (EDUC 203)	\$ 25	\$ 25	\$ -	\$ 3,500	\$ (1,325)	87	\$ 2,175
First Year Experience Fee	\$ 100	\$ 100	\$ -	\$ 35,000	\$ (5,700)	293	\$ 29,300
Graduation Fee (exclusive of cap and gown)	\$ 40	\$ 60	\$ 20	\$ 10,000	\$ 3,200	220	\$ 13,200
Graduate Verification Letter	\$ 5	\$ 5	\$ -	\$ 50	\$ -	10	\$ 50
Health Course Fee (HLTH 331)	\$ 50	\$ 50	\$ -	\$ 500	\$ 50	11	\$ 550
Health Research Fee (HLTH 435)	\$ 20	\$ -	\$ (20)	\$ 160	\$ (160)	0	\$ -
Journalism Software Fee (JOUR 205, 322)	\$ 20	\$ 25	\$ 5	\$ 200	\$ (75)	5	\$ 125
Internet Fee (per semester)	\$ 65	\$ 65	\$ -	\$ 143,000	\$ (49,400)	720	\$ 93,600
ITQ Profession Development Course Fee	\$ 25	\$ 25	\$ -	\$ 250	\$ -	10	\$ 250
Land Resources Lab Fee (ENVR 101)	\$ 40	\$ 15	\$ (25)	\$ 1,000	\$ (1,000)	0	\$ -
Land Resources Lab Fee (FRST 203, 206, LAND 230)	\$ 40	\$ 20	\$ (20)	\$ 2,050	\$ (1,410)	32	\$ 640
Land Resources Lab Fee (ENVR 351, FRST 293, LAND 121, 232, NRMT 334)	\$ 40	\$ 25	\$ (15)	\$ 5,250	\$ (3,200)	82	\$ 2,050
Land Resources Lab Fee (ENVR 193, FRST 214, NRMT 234)	\$ 40	\$ 30	\$ (10)	\$ 2,750	\$ (1,460)	43	\$ 1,290
Land Resources Lab Fee (FRST 212, LAND 244, 335)	\$ 40	\$ 35	\$ (5)	\$ 3,075	\$ (1,395)	48	\$ 1,680
Land Resources Lab Fee (ENVR 352, FRST 103, 193, 205, 209, LAMN 193, Land 123, 240, 241, 293)	\$ 40	\$ 40	\$ -	\$ 6,200	\$ (2,320)	97	\$ 3,880
Land Resources Lab Fee (FRST 202, 216, NRMT 125, 201, 351)	\$ 40	\$ 50	\$ 10	\$ 6,475	\$ (1,425)	101	\$ 5,050
Land Resources Individual Research Course	\$ 40	\$ -	\$ (40)	\$ 120	\$ (120)	0	\$ -
Late Graduation Fee	\$ 100	\$ 100	\$ -	\$ 500	\$ -	5	\$ 500
Marketing Software Fee (MRKT 203, 303, 398)	\$ 20	\$ -	\$ (20)	\$ 200	\$ (200)	0	\$ -
Mathematics Fee (MTHF 094)	\$ 235	\$ -	\$ (235)	\$ 51,590	\$ (51,590)	0	\$ -
Mathematics Fee (MATH 106, 106L)	\$ 135	\$ 150	\$ 16	\$ 40,350	\$ 5,850	308	\$ 46,200
Mathematics Fee - MATH 230, 327	\$ 50	\$ 50	\$ -	\$ 1,000	\$ 700	34	\$ 1,700
Mathematics Fee - MATH 256, 356	\$ 50	\$ 25	\$ (25)	\$ 1,000	\$ (50)	38	\$ 950
Music Instrument Rental Fee	\$ 50	\$ 50	\$ -	\$ 1,250	\$ -	25	\$ 1,250
Non-resident Food Service Fee	\$ 50	\$ 50	\$ -	\$ 60,000	\$ (20,000)	400	\$ 40,000
NTE Scores (copy)	\$ 5	\$ 5	\$ -	\$ 50	\$ -	10	\$ 50
Nursing Program Fee (per semester)	\$ 400	\$ -	\$ (400)	\$ 4,000	\$ (4,000)	0	\$ -
On-Line Course Fee (per credit hour)	\$ 50	\$ 50	\$ -	\$ 72,250	\$ 101,200	0	\$ 173,450
Parking Permit - Commuter	\$ 60	\$ 50	\$ (10)	\$ 33,600	\$ (11,100)	450	\$ 22,500
Parking Permit - Resident	\$ 100	\$ 50	\$ (50)	\$ 30,000	\$ (7,500)	450	\$ 22,500
Parking Permit - Reserved	\$ 200	\$ 200	\$ -	\$ 14,000	\$ 2,000	80	\$ 16,000
Photocopy Charges (per page)	\$ 2	\$ 2	\$ -	\$ 2,000	\$ -	0	\$ 2,000
Physical Education Fee (PE 230, 231)	\$ 20	\$ -	\$ (20)	\$ 920	\$ (920)	0	\$ -
Physical Education Fee (PE 201, 421)	\$ 25	\$ 25	\$ -	\$ 6,000	\$ 2,475	339	\$ 8,475

Physical Education Fee (PE 224)	\$ 20	\$ -	\$ (20)	\$ 700	\$ (700)	0	\$ -
Physical Educ. Fee (PED 119, 219, 301, 319, 326, 419)	\$ 10	\$ -	\$ (10)	\$ 3,500	\$ (3,500)	0	\$ -
Physical Educ. Fee (PED 132, 136)	\$ 20	\$ 20	\$ -	\$ 1,700	\$ -	85	\$ 1,700
Prior Learning Credit Exam Fee (per credit hour)	\$ 40	\$ 40	\$ -	\$ 1,200	\$ -	30	\$ 1,200
Prior Learning Portfolio Assessment	\$ 300	\$ 300	\$ -	\$ 1,500	\$ -	5	\$ 1,500
Prior Learning Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ 300	\$ -	30	\$ 300
Regent's BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ 600	\$ -	2	\$ 600
Regent's BA Degree Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ 250	\$ -	25	\$ 250
Replacement ID Card	\$ 10	\$ 10	\$ -	\$ 1,100	\$ -	110	\$ 1,100
Replacement - Room Key (Pioneer Village)	\$ 75	\$ 75	\$ -	\$ 150	\$ -	2	\$ 150
Replacement - Room Key Cylinder	\$ 75	\$ 75	\$ -	\$ 150	\$ -	2	\$ 150
Replacement Room Access Card (Goodwin)	\$ 20	\$ 20	\$ -	\$ 280	\$ -	16	\$ 280
Residence Hall Cable Fee	\$ 60	\$ 60	\$ -	\$ 69,000	\$ (25,800)	360	\$ 43,200
Room Reservation Fee	\$ 100	\$ 100	\$ -	\$ 60,000	\$ 18,000	780	\$ 78,000
Late Registration Fee	\$ 100	\$ 100	\$ -	\$ 2,000	\$ -	20	\$ 2,000
SAFE 333	\$ 100	\$ 100	\$ -	\$ 500	\$ -	5	\$ 500
Science Department Individual Research Courses	\$ 100	\$ 100	\$ -	\$ 1,000	\$ 700	17	\$ 1,700
Science Laboratory Fee (per course)	\$ 50	\$ 50	\$ -	\$ 41,250	\$ (16,150)	502	\$ 25,100
Science Course Fee - SCNC 105, 204, 205, 302, 305, 0405	\$ 70	\$ 50	\$ (20)	\$ 2,100	\$ 2,700	96	\$ 4,800
Teacher Education Admission Fee	\$ 200	\$ 265	\$ 65	\$ 8,000	\$ 2,865	41	\$ 10,865
Teacher Endorsement Evaluation	\$ 25	\$ 25	\$ -	\$ 500	\$ -	20	\$ 500
TOEFL Test - institutional charge	\$ 5	\$ 5	\$ -	\$ 50	\$ -	10	\$ 50
Transcript	\$ 7	\$ 7	\$ -	\$ 3,500	\$ (2,800)	100	\$ 700
Transcript - National Student Clearinghouse	\$ 5	\$ 5	\$ -	\$ 4,900	\$ (3,600)	260	\$ 1,300
Transcript - Express	\$ 35	\$ 35	\$ -	\$ 2,275	\$ (1,295)	28	\$ 980
Transcript - FAX	\$ 5	\$ 5	\$ -	\$ 200	\$ 820	204	\$ 1,020
Marshall University							
Undergraduate College/Program Fees							
College of Arts & Media - Fine Arts							
Resident	\$ 320	\$ 320	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 395	\$ 395	\$ -	\$ -	\$ -		\$ -
College of Arts & Media - Journalism & Mass Communication							
Resident	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 175	\$ 175	\$ -	\$ -	\$ -		\$ -
College of Business							
Resident	\$ 150	\$ 150	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 250	\$ 250	\$ -	\$ -	\$ -		\$ -
College of Education & Professional Development							
Resident	\$ 188	\$ 188	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 188	\$ 188	\$ -	\$ -	\$ -		\$ -
College of Health Professions							
Resident	\$ 200	\$ 200	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 450	\$ 450	\$ -	\$ -	\$ -		\$ -
College of Health Professions - Kinesiology							
Resident	\$ 300	\$ 300	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 550	\$ 550	\$ -	\$ -	\$ -		\$ -
College of Health Professions - Clinical Laboratory Science, Communication Disorders, Dietetics							
Resident	\$ 300	\$ 300	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 550	\$ 550	\$ -	\$ -	\$ -		\$ -
College of Health Professions - Nursing							
Resident	\$ 450	\$ 450	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 700	\$ 700	\$ -	\$ -	\$ -		\$ -
College of Information Technology and Engineering							
Resident	\$ 550	\$ 550	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 850	\$ 850	\$ -	\$ -	\$ -		\$ -
College of Liberal Arts							
Resident	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
College of Science							
Resident	\$ 160	\$ 160	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 200	\$ 200	\$ -	\$ -	\$ -		\$ -
Graduate College/Program Fees							
College of Arts & Media - Fine Arts							
Resident	\$ 175	\$ 175	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 395	\$ 395	\$ -	\$ -	\$ -		\$ -
College of Arts & Media - Journalism & Mass Communication							
Resident	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 175	\$ 175	\$ -	\$ -	\$ -		\$ -
College of Business							
Resident	\$ 300	\$ 300	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 500	\$ 500	\$ -	\$ -	\$ -		\$ -

College of Business - Executive MBA Program							
Resident	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -		\$ -
Non-Resident	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -		\$ -
Metro	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -		\$ -
College of Education & Professional Development							
Resident	\$ 45	\$ 45	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 45	\$ 45	\$ -	\$ -	\$ -		\$ -
College of Education & Professional Development - EdD/EdS, SPSY, MA in Special ED, MAT/PBC							
Resident	\$ 108	\$ 108	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 108	\$ 108	\$ -	\$ -	\$ -		\$ -
College of Health Professions							
Resident	\$ 275	\$ 275	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 650	\$ 650	\$ -	\$ -	\$ -		\$ -
College of Health Professions - Kinesiology							
Resident	\$ 375	\$ 375	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 750	\$ 750	\$ -	\$ -	\$ -		\$ -
College of Health Professions - Communication Disorders, Dietetics							
Resident	\$ 375	\$ 375	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 750	\$ 750	\$ -	\$ -	\$ -		\$ -
College of Health Professions - Nursing							
Resident	\$ 525	\$ 525	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 900	\$ 900	\$ -	\$ -	\$ -		\$ -
College of Information Technology & Engineering							
Resident	\$ 550	\$ 550	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 850	\$ 850	\$ -	\$ -	\$ -		\$ -
College of Liberal Arts							
Resident	\$ 85	\$ 85	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 85	\$ 85	\$ -	\$ -	\$ -		\$ -
College of Liberal Arts - Psychology Doctorate							
Resident	\$ 1,068	\$ 1,068	\$ -	\$ -	\$ -		\$ -
Non-Resident	\$ 1,446	\$ 1,446	\$ -	\$ -	\$ -		\$ -
Metro	\$ 1,068	\$ 1,068	\$ -	\$ -	\$ -		\$ -
College of Science							
Resident	\$ 160	\$ 160	\$ -	\$ -	\$ -		\$ -
Metro and Non-Resident	\$ 200	\$ 200	\$ -	\$ -	\$ -		\$ -
Special Fees:							
Enrollment Deposit:							
Undergraduate	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
School of Pharmacy	\$ 500	\$ 500	\$ -	\$ -	\$ -		\$ -
School of Physical Therapy	\$ 500	\$ 500	\$ -	\$ -	\$ -		\$ -
Application Fees:							
Undergraduate/Graduate	\$ 40	\$ 40	\$ -	\$ -	\$ -		\$ -
Undergraduate/Graduate - Transfers	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Undergraduate - Readmission	\$ 25	\$ 25	\$ -	\$ -	\$ -		\$ -
School of Medicine - Resident	\$ 75	\$ 75	\$ -	\$ -	\$ -		\$ -
School of Medicine - Non-Resident	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
School of Nursing	\$ 30	\$ 30	\$ -	\$ -	\$ -		\$ -
Masters of Public Health	\$ 30	\$ 30	\$ -	\$ -	\$ -		\$ -
School of Pharmacy	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
Dietetic Internship Program	\$ 25	\$ 25	\$ -	\$ -	\$ -		\$ -
International Application/Express Mail Fee	\$ 150	\$ 65	\$ (85)	\$ -	\$ -		\$ -
Course Fees:							
COHP-SOK - SCUBA	\$ 200	\$ 200	\$ -	\$ -	\$ -		\$ -
COHP-SOK - Activity Course Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -		\$ -
COHP-MPH - Non-major Course Fee (per 3 hour course)	\$ 1,650	\$ 1,720	\$ 70	\$ -	\$ -		\$ -
E-Delivery Course Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -		\$ -
Special Program Fees (in lieu of regular tuition)							
High School E-Course Fee - per Credit Hour	\$ 134	\$ 134	\$ -	\$ -	\$ -		\$ -
vvROCKS Course Fee (Undergraduate) - per Credit Hour	\$ 223	\$ 223	\$ -	\$ -	\$ -		\$ -
Undergraduate Distance Programs (Specifically identified) - per semester Full-time	\$ 2,927	\$ 3,050	\$ 123	\$ -	\$ -		\$ -
Graduate Distance Programs (Specifically identified) - per semester Full-time	\$ 3,158	\$ 3,290	\$ 132	\$ -	\$ -		\$ -
COHP Distance Dietetic Internship Certificate Program	\$ 3,429	\$ 3,600	\$ 171	\$ -	\$ -		\$ -
Course for Senior Citizens - per Course	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Diploma Fees:							
Certificate Fee	\$ 15	\$ 15	\$ -	\$ -	\$ -		\$ -
Associate Degree	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Baccalaureate Degree	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Master's Degree	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Diploma Replacement	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
First Professional Degree	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
Doctoral Degree	\$ 100	\$ 100	\$ -	\$ -	\$ -		\$ -
Other Fees:							

CLEP/DANTES Testing	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
International Student Fee	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -
Late Registration/Payment Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Meal Card/I. D. Replacement	\$ 20	\$ 20	\$ -	\$ -	\$ -	\$ -
MUGC Alternative Assessment (Per Credit Hour)	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Orientation/Student Success Fee	\$ 60	\$ 60	\$ -	\$ -	\$ -	\$ -
Pharmacy - Matriculation Fee (Annual - Year 1 Only)	\$ 270	\$ 270	\$ -	\$ -	\$ -	\$ -
Pharmacy - Practice Ready Fee (Annual Year 2 Only)	\$ 270	\$ 270	\$ -	\$ -	\$ -	\$ -
Pharmacy - Practice Ready Fee (Annual Year 3-4 Only)	\$ 455	\$ 455	\$ -	\$ -	\$ -	\$ -
Pharmacy - Progression Fee (Annual)	\$ 280	\$ 280	\$ -	\$ -	\$ -	\$ -
Pharmacy - Simulation Fee (Annual)	\$ 350	\$ 350	\$ -	\$ -	\$ -	\$ -
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -
Regents' BA Posting Fee (Per credit hour awarded)	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -
Reinstatement Fee - Course Schedule	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Revalidation of Credit Fee (Per Hour)	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Study Abroad Application/advising/shipping fee - one-time	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -
Study Abroad Program Registration Fee - per Program	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -
Transcript - paper	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -
Transcript - electronic	\$ 12	\$ 12	\$ -	\$ -	\$ -	\$ -
Transfer Evaluation Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
University College - Placement Testing Fee	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ -
Visiting Student Credential Fee - SOM	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Residence Services Fees:						
Improper Check-out Fee - Dorm	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Mail Box - Re-Key (Per Lock)	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -
Reservation Deposit	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -
Room Re-Key (per lock)	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -
Shepherd University:						
Admissions Application Fee (Under-grad)	\$ 45	\$ 45	\$ -	\$ -	\$ -	\$ -
Admissions Deposit (non-refundable)	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -
Applied Music Fee (per credit hour)	\$ 306	\$ 306	\$ -	\$ -	\$ -	\$ -
English (101A, 101B)	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -
Math (101A, 101B)	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -
Archaeology Lab Fee	\$ 20	\$ -	\$ (20)	\$ -	\$ -	\$ -
Art Studio Fee	\$ 45	\$ 50	\$ 5	\$ -	\$ -	\$ -
Biology Lab Fee	\$ 55	\$ 60	\$ 5	\$ -	\$ -	\$ -
Bowling Course Fee	\$ 45	\$ 45	\$ -	\$ -	\$ -	\$ -
Business Course Fee (411)	\$ -	\$ 50	\$ 50	\$ -	\$ -	\$ -
Chemistry Lab Fee	\$ 55	\$ 60	\$ 5	\$ -	\$ -	\$ -
CME Lab Fee (CIS, CIT, CPE, ENGR, MATH)	\$ 45	\$ 50	\$ 5	\$ -	\$ -	\$ -
Communication Course Fee	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ -
Communication Course Fee (326, 348, 302, 335, 406, 435, 470)	\$ 35	\$ -	\$ (35)	\$ -	\$ -	\$ -
CSDA Course Fee (501)	\$ -	\$ 25	\$ 25	\$ -	\$ -	\$ -
Doctorate Nurse Practitioner Clinical Fee	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -
EDPD (per credit hour)	\$ 59	\$ 59	\$ -	\$ -	\$ -	\$ -
Diploma Replacement	\$ 20	\$ 20	\$ -	\$ -	\$ -	\$ -
Education Major Fee	\$ 60	\$ 60	\$ -	\$ -	\$ -	\$ -
Electronic Course fee (per credit hour)	\$ 35	\$ 50	\$ 15	\$ -	\$ -	\$ -
Emergency Transcript	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -
Family & Consumer Sciences Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -
FYEX Course fee	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -
Graduate Admissions Fee (non-refundable)	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -
Graduate Studies Program Fee (Part-time)	\$ 30	\$ 45	\$ 15	\$ -	\$ -	\$ -
Graduate Studies Program Fee (Full-time)	\$ 60	\$ 70	\$ 10	\$ -	\$ -	\$ -
Graduation Fee	\$ 50	\$ 65	\$ 15	\$ -	\$ -	\$ -
Health, Physical Education, Recreation & Sports Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -
History Course Fee (304 only)	\$ 75	\$ 75	\$ -	\$ -	\$ -	\$ -
History Course Fee	\$ -	\$ 50	\$ 50	\$ -	\$ -	\$ -
I.D. Card Replacement	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
IEPS Labs (ENVS, GSCI, PHYS)	\$ 55	\$ 55	\$ -	\$ -	\$ -	\$ -
Language Fee	\$ -	\$ 25	\$ 25	\$ -	\$ -	\$ -
Late Graduation Application Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Late Payment Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Late Registration Fee (non-refundable)	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
MAT Transcript Analysis Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	\$ -
Math Course Fee	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -
MBA Fee	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ -
Music Lab Fee	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -
Music Major Fee	\$ 70	\$ 70	\$ -	\$ -	\$ -	\$ -
Nursing Program Fee	\$ 90	\$ 90	\$ -	\$ -	\$ -	\$ -

Nursing Lab Fee	\$ 75	\$ 75	\$ -	\$ -	\$ -		\$ -
Nursing Course Fee (632)	\$ -	\$ 350	\$ 350	\$ -	\$ -		\$ -
Nursing NCLEX Review Fee (senior year only)	\$ 525	\$ 525	\$ -	\$ -	\$ -		\$ -
Parking Fee	\$ 70	\$ 70	\$ -	\$ -	\$ -		\$ -
Physical Education Major Program Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -		\$ -
Political Science Course Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Psychology Course Fee (351 Only)	\$ 50	\$ -	\$ (50)	\$ -	\$ -		\$ -
RBA Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ -	\$ -		\$ -
Recreation Major Program Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -		\$ -
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -		\$ -
Return Check Handling Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -		\$ -
Science Lab Fee	\$ 55	\$ 60	\$ 5	\$ -	\$ -		\$ -
Social Work fee (311 only)	\$ 45	\$ 45	\$ -	\$ -	\$ -		\$ -
Special Examination (per credit hour)	\$ 25	\$ 25	\$ -	\$ -	\$ -		\$ -
Student Services Fee	\$ 160	\$ 160	\$ -	\$ -	\$ -		\$ -
Transcript (after first request)	\$ 5	\$ 5	\$ -	\$ -	\$ -		\$ -
West Liberty University							
Undergraduate College/Program Fees							
COS AT Ex Phys Music	\$ 300	\$ 300	\$ -	\$ 245,479	\$ -	141	\$ 245,479
COB COE Graph Design Br Jouri	\$ 200	\$ 200	\$ -	\$ 267,774	\$ -	141	\$ 267,774
Nursing	\$ 775	\$ 775	\$ -	\$ 113,588	\$ -	141	\$ 113,588
Dental Hygiene	\$ 475	\$ 475	\$ -	\$ 96,792	\$ -	141	\$ 96,792
ADA Accommodation Evaluation	\$ 400	\$ 400	\$ -	\$ -	\$ -	0	\$ -
Anatomy Accommodation Evaluation		\$ 25	\$ 25	\$ -	\$ 2,250	90	\$ 2,250
Badges - Student Teacher / DH / Nursing	\$ 5	\$ 5	\$ -	\$ -	\$ -	100	\$ -
BOR Degree Program Fees	\$ 300	\$ 300	\$ -	\$ 1,300	\$ -	8	\$ 1,300
Dental Hygiene Clinic III	\$ 1,400	\$ 1,400	\$ -	\$ 46,350		30	\$ 46,350
Dental Hygiene Clinic IV **	\$ 150	\$ 150	\$ -	\$ 4,500		30	\$ 4,500
Dental Hygiene Instrument Kit	\$ 1,220	\$ 1,220	\$ -	\$ 35,400		30	\$ 35,400
Dental Hygiene Side Kick Instrument Sharpened	\$ 1,012	\$ 1,012	\$ -	\$ 30,300		30	\$ 30,300
Dental Hygiene X-Ray XCP Instruments	\$ 220	\$ 220	\$ -	\$ 6,750	\$ -	30	\$ 6,750
Diploma Replacement	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Drug Screening/ Critical Thinking Tests	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -
Electronic On-line Course	\$ 50	\$ -	\$ (50)	\$ 375,000		0	\$ 375,000
Graduation - Graduate	\$ 150	\$ 150	\$ -	\$ 9,000	\$ 1,000	50	\$ 10,000
Graduation - Undergraduate	\$ 125	\$ 125	\$ -	\$ 60,000	\$ -	530	\$ 60,000
Hilltopper Academy Registration	\$ 50	\$ 50	\$ -	\$ 600	\$ -	18	\$ 600
International Student Fee	\$ 250	\$ 250	\$ -	\$ 17,250	\$ 500	60	\$ 17,750
Late Graduation	\$ 110	\$ 110	\$ -	\$ -	\$ -	0	\$ -
Late Payment	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
Late Registration	\$ 100	\$ 100	\$ -	\$ 55,000	\$ -	580	\$ 55,000
Miller Analog Test	\$ 75	\$ 75	\$ -	\$ 1,000	\$ -	35	\$ 1,000
New Student Orientation	\$ 100	\$ 125	\$ 25	\$ 59,000	\$ 5,000	580	\$ 64,000
Outside Laptop Service (Per occurrence)	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
PA Application	\$ 25	\$ 25	\$ -	\$ 15,725	\$ -	550	\$ 15,725
Parking (Employee per year)	\$ 50	\$ 50	\$ -	\$ 15,000	\$ -	300	\$ 15,000
Parking Permit (student per year)	\$ 40	\$ 40	\$ -	\$ 142,500		1,900	\$ 142,500
Private Music Lessons	\$ 150	\$ 150	\$ -	\$ 23,000		150	\$ 23,000
Red Cross Certification	\$ 50	\$ 50	\$ -	\$ 3,650	\$ -	70	\$ 3,650
Registration Reinstatement	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Return Check Charge	\$ 25	\$ 25	\$ -	\$ 500	\$ -	20	\$ 500
Study Abroad Fee (HEPC) per credit hour	\$ 100	\$ 100	\$ -	\$ 1,000	\$ 500	15	\$ 1,500
Topper Card damaged	\$ 10	\$ 10	\$ -	\$ -	\$ -	0	\$ -
Topper Card replacement	\$ 15	\$ 15	\$ -	\$ 5,250	\$ -	350	\$ 5,250
Transcripts	\$ 7	\$ 8	\$ 1	\$ 17,900	\$ 2,500	2,570	\$ 20,400
Transcripts Priority	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Tuition Payment Plan	\$ 30	\$ 30	\$ -	\$ 9,990	\$ -	333	\$ 9,990
WLU Connect Fee	\$ 25	\$ 25	\$ -	\$ 82,500	\$ -	550	\$ 82,500
Work for Life (plus \$15 per work life credit)	\$ 375	\$ 375	\$ -	\$ 3,000	\$ -	11	\$ 3,000
Zoo Science Course Fee	\$ 1,777	\$ 1,777	\$ -	\$ 53,310	\$ 53,000	20	\$ 106,310
West Virginia State University:							
Application Fees:							
Undergraduate - In/State	\$ 23	\$ 20	\$ (3)	\$ 23,562	\$ (3,162)	1,020	\$ 20,400
Undergraduate - Out/State	\$ 23	\$ 20	\$ (3)	\$ 1,386	\$ (186)	60	\$ 1,200
Graduate - In/state	\$ 29	\$ 28	\$ (1)	\$ 735	\$ (35)	25	\$ 700
Graduate - Out/state	\$ 41	\$ 28	\$ (13)	\$ 614	\$ (194)	15	\$ 420
Course Fees:							
Applied Music Fee	\$ 44	\$ 46	\$ 2	\$ 4,410	\$ 221	100	\$ 4,631
Applied Music Fee (Non-music majors only)	\$ 147	\$ 154	\$ 7	\$ 4,410	\$ 221	30	\$ 4,631
Art Fee	\$ 50	\$ 53	\$ 3	\$ 20,160	\$ 1,008	400	\$ 21,168

Communications Fee	\$ 44	\$ 46	\$ 2	\$ 26,460	\$ 1,323	600	\$ 27,783
Science Lab Fee	\$ 58	\$ 61	\$ 3	\$ 80,850	\$ 4,043	1,400	\$ 84,893
Education 299-07:Praxis Content Elementary	\$ 195	\$ 205	\$ 10	\$ 3,900	\$ 195	20	\$ 4,095
Education 299-08:Praxis Content Secondary	\$ 146	\$ 153	\$ 7	\$ 2,920	\$ 146	20	\$ 3,066
Education 299-09:Praxis Content Special Education	\$ 170	\$ 179	\$ 9	\$ 3,400	\$ 170	20	\$ 3,570
Education 299-10:Praxis Content Foreign Language	\$ 160	\$ 168	\$ 8	\$ 3,200	\$ 160	20	\$ 3,360
English Course Fee	\$ 6	\$ 7	\$ 1	\$ 3,780	\$ 189	600	\$ 3,969
HHP 106 & HHP 122	\$ 16	\$ -	\$ (16)	\$ 1,575	\$ (1,575)	100	\$ -
Math 020 Course Fee	\$ 36	\$ -	\$ (36)	\$ 3,570	\$ (3,570)	100	\$ -
Math Computer Science Fee	\$ 36	\$ 37	\$ 1	\$ 3,570	\$ 179	100	\$ 3,749
Internship Fee	\$ 124	\$ 130	\$ 6	\$ 9,293	\$ 465	75	\$ 9,758
English as a Second Language (ESL) - One Month	\$ 3,500	\$ 3,000	\$ (500)	\$ 175,000	\$ (25,000)	50	\$ 150,000
English as a Second Language (ESL) - Two Month	\$ 7,000	\$ 6,000	\$ (1,000)	\$ 140,000	\$ (20,000)	20	\$ 120,000
English as a Second Language (ESL) - Semester	\$ 11,338	\$ 5,400	\$ (5,938)	\$ 113,380	\$ (59,380)	10	\$ 54,000
Diploma Replacement	\$ 37	\$ 39	\$ 2	\$ 919	\$ 46	25	\$ 965
Transcript (after first)	\$ 11	\$ 12	\$ 1	\$ 38,850	\$ 3,885	3,700	\$ 42,735
Transcript (online)	\$ 14	\$ 15	\$ 1	\$ -	\$ -	0	\$ -
Thesis Binding Fee (formerly Electronic Thesis Fee)	\$ 189	\$ 198	\$ 9	\$ 2,835	\$ 142	15	\$ 2,977
Graduation and Diploma	\$ 160	\$ 168	\$ 8	\$ 52,668	\$ 2,633	330	\$ 55,301
Graduation (Graduate) and Diploma	\$ 160	\$ 168	\$ 8	\$ 1,596	\$ 80	10	\$ 1,676
Capitol Center Course Fee (per credit hour)	\$ 147	\$ -	\$ (147)	\$ 17,640	\$ (17,640)	120	\$ -
Information Literacy Fee (FT students only)	\$ 100	\$ 105	\$ 5	\$ 240,000	\$ 12,000	2,400	\$ 252,000
Internet Course Fee - Undergraduate (Web 80-100)	\$ 160	\$ 168	\$ 8	\$ 319,200	\$ 15,960	2,000	\$ 335,160
Internet Course Fee - Graduate (Web 80-100)	\$ 234	\$ 246	\$ 12	\$ 2,342	\$ 117	10	\$ 2,459
Internet Course Fee - Online (Web-50)	\$ 63	\$ 66	\$ 3	\$ 50,400	\$ 2,520	800	\$ 52,920
Key Deposit	\$ 13	\$ 13	\$ -	\$ 2,520	\$ 126	200	\$ 2,646
Late Registration	\$ 37	\$ 39	\$ 2	\$ 5,880	\$ 294	160	\$ 6,174
Reinstatement Fee	\$ -	\$ 30	\$ 30	\$ -	\$ 3,000	100	\$ 3,000
Campus Fee - Non-WVSU Only	\$ 310	\$ 325	\$ 15	\$ 24,780	\$ 1,239	80	\$ 26,019
ID Card Replacement	\$ 23	\$ 24	\$ 1	\$ 462	\$ 23	20	\$ 485
Orientation Fee	\$ 75	\$ 100	\$ 25	\$ 48,750	\$ 16,250	650	\$ 65,000
Parking - Full Year WVSU Faculty and Staff	\$ 131	\$ 138	\$ 7	\$ 43,313	\$ 2,166	330	\$ 45,479
Second Vehicle Full Year WVSU Faculty and Staff	\$ 66	\$ 69	\$ 3	\$ 662	\$ 33	10	\$ 695
Parking - Full Year WVSU Students	\$ 109	\$ 115	\$ 6	\$ 338,520	\$ 16,926	3,100	\$ 355,446
Second Vehicle WVSU student One Semester	\$ 16	\$ 17	\$ 1	\$ 788	\$ 39	50	\$ 827
Second Vehicle WVSU student Full Year	\$ 29	\$ 31	\$ 2	\$ 1,470	\$ 74	50	\$ 1,544
Parking-Monthly WVSU Faculty and Staff	\$ 12	\$ 12	\$ -	\$ -	\$ -	0	\$ -
Parking-Monthly WVSU Student	\$ 7	\$ 8	\$ 1	\$ -	\$ -	0	\$ -
Parking-Adjunct per course per semester	\$ 12	\$ 12	\$ -	\$ 578	\$ 29	50	\$ 607
Parking Replacement	\$ 16	\$ 17	\$ 1	\$ 788	\$ 39	50	\$ 827
Parking - One Semester Fall, Spring WVSU students	\$ 58	\$ 61	\$ 3	\$ 5,775	\$ 289	100	\$ 6,064
Parking - January thru August WVSU student	\$ 81	\$ 85	\$ 4	\$ 8,085	\$ 404	100	\$ 8,489
Parking - Summer	\$ 44	\$ 46	\$ 2	\$ 1,103	\$ 55	25	\$ 1,158
Parking - Special Event Daily Fee	\$ 2	\$ 2	\$ -	\$ 53	\$ 3	25	\$ 56
Parking - Special Event Half Day Fee	\$ 1	\$ 1	\$ -	\$ 26	\$ 1	25	\$ 27
Placement Testing Fee	\$ 29	\$ 31	\$ 2	\$ 2,940	\$ 147	100	\$ 3,087
Proctor Testing Fee	\$ 44	\$ 46	\$ 2	\$ 617	\$ 31	14	\$ 648
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ 12,000	\$ -	40	\$ 12,000
Regents' BA Degree Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ 6,100	\$ -	610	\$ 6,100
Resident Hall Breakage/Reservation Deposit *refundable	\$ 100	\$ 100	\$ -	\$ 20,000	\$ -	200	\$ 20,000
Residence Hall Breakage/Reservation Deposit *non-refundable	\$ 100	\$ 100	\$ -	\$ 29,100	\$ -	291	\$ 29,100
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ 375	\$ -	15	\$ 375
ROTC Activity Fee	\$ 10	\$ -	\$ (10)	\$ 750	\$ (750)	75	\$ -
Military Science Designated Course Fee (PT Classes)	\$ 10	\$ -	\$ (10)	\$ 250	\$ (250)	25	\$ -
Off-Campus Instruction (per credit hour up to 12 hours maximum)	\$ 28	\$ -	\$ (28)	\$ 709	\$ (709)	25	\$ -
West Virginia University:							
Application Fee (Resident)	\$ 30	\$ 35	\$ 5	\$ -	\$ -		\$ -
Application Fee (Non-Resident)	\$ 60	\$ 65	\$ 5	\$ -	\$ -		\$ -
Application Fee - Various Programs			\$ -	\$ -	\$ -		\$ -
Common Application Fee for Undergraduate Applicants	\$ 45	\$ 50	\$ 5	\$ -	\$ -		\$ -
Course Fee for age 65 plus under BOG 14.4.1	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Copy of Credentials for Student Placement	\$ 10	\$ 10	\$ -	\$ -	\$ -		\$ -
Diploma Replacement	\$ 75	\$ 75	\$ -	\$ -	\$ -		\$ -
Exam for Advance Standing	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
I. D. Card Replacement for Lost Card	\$ 25	\$ 30	\$ 5	\$ -	\$ -		\$ -
I. D. Card Replacement for Damaged Card	\$ 15	\$ 15	\$ -	\$ -	\$ -		\$ -
Non-enrolled Graduate Student Evaluation Fee	\$ 150	\$ 150	\$ -	\$ -	\$ -		\$ -
Orientation Fee (Assessed to First Time Freshman)	\$ 100	\$ 125	\$ 25	\$ -	\$ -		\$ -
International Student Fee	\$ -	\$ 300	\$ 300	\$ -	\$ -		\$ -
International Student Sponsorship Fee	\$ 300	\$ 300	\$ -	\$ -	\$ -		\$ -
Reinstatement Fee	\$ 100	\$ 250	\$ 150	\$ -	\$ -		\$ -

Returned Check Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Student Reports (transcript after first)	\$ 12	\$ 12	\$ -	\$ -	\$ -	\$ -
Visiting Student Fee	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -
High School Students (per credit hour)	\$ 75	\$ 75	\$ -	\$ -	\$ -	\$ -
Transcript Fee	\$ 12	\$ 12	\$ -	\$ -	\$ -	\$ -
Rush order Transcript Fee	\$ 18	\$ 18	\$ -	\$ -	\$ -	\$ -
Summer Service Access ¹	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -
Student Health Insurance (assessed in Fall and Spring) ²	\$ 912	\$ 1,000	\$ 88	\$ -	\$ -	\$ -
Student Health Insurance (assessed in Summer) ²	\$ 460	\$ 504	\$ 44	\$ -	\$ -	\$ -
¹ Optional fee for students to access University provided services during a summer term in which they are not enrolled.						
² Students who do not provide evidence of insurance will be assessed these charges to purchase coverage through the University offered insurance product.						
Potomac State College of West Virginia University:						
<i>Program Specific Fees:</i>						
Applied Sciences Division	\$ 96	\$ 108	\$ 12	\$ -	\$ -	\$ -
Computer Information Systems	\$ 48	\$ 48	\$ -	\$ -	\$ -	\$ -
Liberal Arts Division	\$ 84	\$ 96	\$ 12	\$ -	\$ -	\$ -
STEM Division	\$ 108	\$ 120	\$ 12	\$ -	\$ -	\$ -
<i>Special Fees:</i>						
Diploma Replacement	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ -
I. D. Card Replacement for Lost Card	\$ 20	\$ 20	\$ -	\$ -	\$ -	\$ -
Reinstatement Fee	\$ 100	\$ 250	\$ 150	\$ -	\$ -	\$ -
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Transcript Fee	\$ 12	\$ 12	\$ -	\$ -	\$ -	\$ -
Orientation Fee (charged to First-time Freshman/Transfers)	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Per Credit Hour Prior Learning Assessment Fee	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -
Portfolio Prior Learning Assessment Fee	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -
Parking Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
RBA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -
RBA Course Transfer Evaluation	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -
Community Interest Course Fee	\$ 75	\$ 75	\$ -	\$ -	\$ -	\$ -
Early Start Fees per Credit Hour	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
West Virginia University Institute of Technology:						
<i>Major Specific Program Fees - Per Semester:</i>						
Engineering	\$ 996	\$ 996	\$ -	\$ -	\$ -	\$ -
Nursing	\$ 1,236	\$ 1,356	\$ 120	\$ -	\$ -	\$ -
Business and Management	\$ 288	\$ 288	\$ -	\$ -	\$ -	\$ -
Math and Natural Sciences	\$ 336	\$ 336	\$ -	\$ -	\$ -	\$ -
Aviation Management	\$ 1,464	\$ 1,464	\$ -	\$ -	\$ -	\$ -
Regents BA	\$ 288	\$ 288	\$ -	\$ -	\$ -	\$ -
<i>Special Fees and Charges:</i>						
Course Fee for age 65 plus under BOG 14.4.1	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Credit by Examination	\$ 90	\$ 90	\$ -	\$ -	\$ -	\$ -
Application Fee - International Student	\$ 100	\$ -	\$ (100)	\$ -	\$ -	\$ -
Diploma Replacement	\$ 75	\$ 75	\$ -	\$ -	\$ -	\$ -
I. D. Card Replacement	\$ 20	\$ 20	\$ -	\$ -	\$ -	\$ -
Reinstatement Fee	\$ 100	\$ 250	\$ 150	\$ -	\$ -	\$ -
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Transcript Fee	\$ 12	\$ 12	\$ -	\$ -	\$ -	\$ -
Transcript Fee - Rush Order	\$ -	\$ 18	\$ 18	\$ -	\$ -	\$ -
High School Students (per credit)	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
Student Health Insurance (fall and spring)	\$ 912	\$ 1,000	\$ 88	\$ -	\$ -	\$ -
Student Health Insurance (summer)	\$ 460	\$ 504	\$ 44	\$ -	\$ -	\$ -
Student Recreation Fee (fall and summer)	\$ 50	\$ -	\$ (50)	\$ -	\$ -	\$ -
<i>Course Based Fees:</i>						
Tech Adventure Cancellation Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Tech Adventure Fee	\$ 395	\$ 100	\$ (295)	\$ -	\$ -	\$ -
Cooperative Education Fee	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -
Practicum Fee (per credit hour)	\$ 19	\$ -	\$ (19)	\$ -	\$ -	\$ -
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -
Regents Portfolio Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -
Science Lab. w/Course Number < 200	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -
WV School of Osteopathic Medicine:						
Advance Tuition Deposit (Non Resident)	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Advance Tuition Deposit (Resident)	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Diploma replacement	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -
Graduation Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -
Late Registration Fee / per semester	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -
Non Resident Application Fee	\$ 80	\$ 80	\$ -	\$ -	\$ -	\$ -
Resident Application Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -
Transcript Fee (After First)	\$ 6	\$ 6	\$ -	\$ -	\$ -	\$ -
Instructional Tech. Fee (1st Year Students)	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -

West Virginia Higher Education Policy Commission
Academic Year 2018-19
Special Fees and Charges (Changes Only)

II. Special Fees and Charges	Semester/ Occurrence 2017-18	Semester/ Occurrence 2018-19	Increase (Decrease)	Estimated Revenue 2017-18	Revenue Increase 2018-19	Number of Students 2018-19	Estimated Revenue 2018-19
Bluefield State College:							
Arts Fee	\$ -	\$ 30	\$ 30	\$ -	\$ 30	60	\$ 1,800
Credit Card Fee	2%	2.25%	0.25%	\$ -	\$ -	0	\$ -
Concord University:							
Distance Learning Fee (per credit hour)	\$ 25	\$ 35	\$ 10	\$ 285,025	\$ -	0	\$ 285,025
Replacement ID	\$ 25	\$ -	\$ (25)	\$ 2,500	\$ -	0	\$ 2,500
Reinstatement Fee	\$ 175	\$ 200	\$ 25	\$ 3,200	\$ 29	16	\$ 3,229
Fairmont State University							
<i>Program Specific Fees:</i>							
<i>Undergraduate:</i>							
School of Nursing	\$ 250	\$ 300	\$ 50	\$ 136,477	\$ 15,000	300	\$ 151,477
School of Business	\$ 150	\$ 200	\$ 50	\$ 135,151	\$ 25,000	500	\$ 160,151
College of Science and Technology	\$ 200	\$ 250	\$ 50	\$ 366,386	\$ 45,000	900	\$ 411,386
College of Liberal Arts	\$ -	\$ 200	\$ 200	\$ -	\$ 254,000	635	\$ 254,000
School of Education	\$ -	\$ 100	\$ 100	\$ -	\$ 100,000	500	\$ 100,000
School of Fine Arts	\$ -	\$ 100	\$ 100	\$ -	\$ 15,000	75	\$ 15,000
Exploratory	\$ -	\$ 100	\$ 100	\$ -	\$ 40,000	200	\$ 40,000
<i>Graduate:</i>							
School of Business	\$ -	\$ 400	\$ 400	\$ -	\$ 30,000	25	\$ 30,000
College of Liberal Arts (Formerly Masters of Criminal Justice)	\$ 150	\$ 400	\$ 250	\$ 4,500	\$ 15,000	30	\$ 19,500
School of Education	\$ -	\$ 200	\$ 200	\$ -	\$ 40,000	100	\$ 40,000
Architecture Program Fee	\$ 200	\$ -	\$ (200)	\$ -	\$ -	0	\$ -
Criminal Justice Program	\$ 150	\$ -	\$ (150)	\$ -	\$ -	0	\$ -
Course Fee (per credit hour) (previously known as Technology Fee)	\$ 6	\$ 8	\$ 2	\$ 280,000	\$ 93,333	4,667	\$ 373,333
Digital Resource Fee (per semester)	\$ -	\$ 120	\$ 120	\$ -	\$ 816,000	3,400	\$ 816,000
Digital Equipment Fee (one time fee)	\$ -	\$ 150	\$ 150	\$ -	\$ 510,000	3,400	\$ 510,000
Exam for Course Credit (per credit hour)	\$ 22	\$ 50	\$ 28	\$ 220	\$ 280	10	\$ 500
Fine Arts Course Fees (per credit hour):							
- Art - Pottery Materials Fee	\$ 15	\$ 20	\$ 5	\$ 3,300	\$ 1,000	200	\$ 4,300
- Art Painting/Drawing Materials Fee	\$ 7	\$ 15	\$ 8	\$ 4,800	\$ 5,500	600	\$ 10,300
- Debate - Materials Fee	\$ 15	\$ 20	\$ 5	\$ 240	\$ 80	15	\$ 320
- Music Lessons Fee	\$ 10	\$ 15	\$ 5	\$ 2,300	\$ 1,150	220	\$ 3,450
- Theatre Materials Fee	\$ 15	\$ 20	\$ 5	\$ 1,550	\$ 500	100	\$ 2,050
MBA Course Fee (per credit hour)	\$ 25	\$ -	\$ (25)	\$ -	\$ -	0	\$ -
Nursing Uniform Fee (once per program)	\$ 155	\$ 175	\$ 20	\$ 18,600	\$ 2,400	120	\$ 21,000
TEFL International Fee (per credit hour)	\$ -	\$ 80	\$ 80	\$ -	\$ 19,200	20	\$ 19,200
The American University (Maritius) Fee (per credit hour)	\$ -	\$ 80	\$ 80	\$ -	\$ 120,000	125	\$ 120,000
Glenville State College							
Applied Music Fee (per course)	\$ 160	\$ 250	\$ 90	\$ 4,000	\$ 20,000	96	\$ 24,000
Art - Digital Media (ART 270, 280, 350, 351, 370, 380, 490)	\$ 100	\$ 50	\$ (50)	\$ 5,000	\$ (3,550)	29	\$ 1,450
Art - Kiln Fee	\$ 70	\$ 50	\$ (20)	\$ 1,400	\$ 600	40	\$ 2,000
Art Studio Fee	\$ 50	\$ 25	\$ (25)	\$ 1,250	\$ (375)	35	\$ 875
Art 330	\$ 30	\$ 25	\$ (5)	\$ 330	\$ 270	24	\$ 600
Business Program Assessment Fee (BUSN 100)	\$ 35	\$ 25	\$ (10)	\$ 5,250	\$ (550)	188	\$ 4,700
Computer Science - CSCI 101,201, 286, 304, 305, 335, 352 & 386	\$ 30	\$ 25	\$ (5)	\$ 7,200	\$ 3,025	409	\$ 10,225
Computer Science - CSCI 202, 360, 381, 405 & 435	\$ 30	\$ 25	\$ (5)	\$ 4,500	\$ (3,875)	25	\$ 625
Computer Science - Mkt 203 & 379	\$ 30	\$ 25	\$ (5)	\$ 1,800	\$ (1,000)	32	\$ 800
Behavioral Science Research Fee (SOCS 293) per course	\$ 25	\$ -	\$ (25)	\$ 375	\$ (375)	0	\$ -
Behavioral Science Senior Seminar Fee (PSYC 493/SOCL 493) - per course	\$ 25	\$ -	\$ (25)	\$ 375	\$ (375)	0	\$ -
Criminal Justice Fee - CRJU 111	\$ -	\$ 30	\$ 30	\$ -	\$ 2,520	84	\$ 2,520
Criminal Justice Fee - CRJU 215, 315, 445	\$ 150	\$ 100	\$ (50)	\$ 16,200	\$ (7,900)	83	\$ 8,300
Criminal Justice Fee - CRJU 314	\$ 150	\$ 50	\$ (100)	\$ 1,800	\$ (1,150)	13	\$ 650
Educational Foundations Fee (per course)	\$ 100	\$ -	\$ (100)	\$ 7,000	\$ (7,000)	0	\$ -
English Fee - EDUC 343, 345	\$ 50	\$ 25	\$ (25)	\$ 3,750	\$ 1,075	193	\$ 4,825
Graduation Fee (exclusive of cap and gown)	\$ 40	\$ 60	\$ 20	\$ 10,000	\$ 3,200	220	\$ 13,200
Health Research Fee (HLTH 435)	\$ 20	\$ -	\$ (20)	\$ 160	\$ (160)	0	\$ -
Journalism Software Fee (JOUR 205, 322)	\$ 20	\$ 25	\$ 5	\$ 200	\$ (75)	5	\$ 125
Land Resources Lab Fee (ENVR 101)	\$ 40	\$ 15	\$ (25)	\$ 1,000	\$ (1,000)	0	\$ -
Land Resources Lab Fee (FRST 203, 206, LAND 230)	\$ 40	\$ 20	\$ (20)	\$ 2,050	\$ (1,410)	32	\$ 640
Land Resources Lab Fee (ENVR 351, FRST 293, LAND 121, 232, NRMT 334)	\$ 40	\$ 25	\$ (15)	\$ 5,250	\$ (3,200)	82	\$ 2,050
Land Resources Lab Fee (ENVR 193, FRST 214, NRMT 234)	\$ 40	\$ 30	\$ (10)	\$ 2,750	\$ (1,460)	43	\$ 1,290
Land Resources Lab Fee (FRST 212, LAND 244, 335)	\$ 40	\$ 35	\$ (5)	\$ 3,075	\$ (1,395)	48	\$ 1,680
Land Resources Lab Fee (FRST 202, 216, NRMT 125, 201, 351)	\$ 40	\$ 50	\$ 10	\$ 6,475	\$ (1,425)	101	\$ 5,050
Land Resources Individual Research Course	\$ 40	\$ -	\$ (40)	\$ 120	\$ (120)	0	\$ -
Marketing Software Fee (MRKT 203, 303, 398)	\$ 20	\$ -	\$ (20)	\$ 200	\$ (200)	0	\$ -
Mathematics Fee (MTHF 094)	\$ 235	\$ -	\$ (235)	\$ 51,590	\$ (51,590)	0	\$ -
Mathematics Fee (MATH 106, 106L)	\$ 135	\$ 150	\$ 16	\$ 40,350	\$ 5,850	308	\$ 46,200
Mathematics Fee - MATH 256, 356	\$ 50	\$ 25	\$ (25)	\$ 1,000	\$ (50)	38	\$ 950
Nursing Program Fee (per semester)	\$ 400	\$ -	\$ (400)	\$ 4,000	\$ (4,000)	0	\$ -
Parking Permit - Commuter	\$ 60	\$ 50	\$ (10)	\$ 33,600	\$ (11,100)	450	\$ 22,500
Parking Permit - Resident	\$ 100	\$ 50	\$ (50)	\$ 30,000	\$ (7,500)	450	\$ 22,500
Physical Education Fee (PE 230, 231)	\$ 20	\$ -	\$ (20)	\$ 920	\$ (920)	0	\$ -
Physical Education Fee (PE 224)	\$ 20	\$ -	\$ (20)	\$ 700	\$ (700)	0	\$ -
Physical Educ. Fee (PED 119, 219, 301, 319, 326, 419)	\$ 10	\$ -	\$ (10)	\$ 3,500	\$ (3,500)	0	\$ -

Science Course Fee - SCNC 105, 204, 205, 302, 305, 0405	\$ 70	\$ 50	\$ (20)	\$ 2,100	\$ 2,700	96	\$ 4,800
Teacher Education Admission Fee	\$ 200	\$ 265	\$ 65	\$ 8,000	\$ 2,865	41	\$ 10,865
Marshall University							
International Application/Express Mail Fee	\$ 150	\$ 65	\$ (85)	\$ -	\$ -		\$ -
COHP-MPH - Non-major Course Fee (per 3 hour course)	\$ 1,650	\$ 1,720	\$ 70	\$ -	\$ -		\$ -
Undergraduate Distance Programs (Specifically identified) - per semester Full-time	\$ 2,927	\$ 3,050	\$ 123	\$ -	\$ -		\$ -
Graduate Distance Programs (Specifically identified) - per semester Full-time	\$ 3,158	\$ 3,290	\$ 132	\$ -	\$ -		\$ -
COHP Distance Dietetic Internship Certificate Program	\$ 3,429	\$ 3,600	\$ 171	\$ -	\$ -		\$ -
Shepherd University:							
Archaeology Lab Fee	\$ 20	\$ -	\$ (20)	\$ -	\$ -		\$ -
Art Studio Fee	\$ 45	\$ 50	\$ 5	\$ -	\$ -		\$ -
Biology Lab Fee	\$ 55	\$ 60	\$ 5	\$ -	\$ -		\$ -
Business Course Fee (411)	\$ -	\$ 50	\$ 50	\$ -	\$ -		\$ -
Chemistry Lab Fee	\$ 55	\$ 60	\$ 5	\$ -	\$ -		\$ -
CME Lab Fee (CIS, CIT, CPE, ENGR, MATH)	\$ 45	\$ 50	\$ 5	\$ -	\$ -		\$ -
Communication Course Fee (326, 348, 302, 335, 406, 435, 470)	\$ 35	\$ -	\$ (35)	\$ -	\$ -		\$ -
CSDA Course Fee (501)	\$ -	\$ 25	\$ 25	\$ -	\$ -		\$ -
Electronic Course fee (per credit hour)	\$ 35	\$ 50	\$ 15	\$ -	\$ -		\$ -
Graduate Studies Program Fee (Part-time)	\$ 30	\$ 45	\$ 15	\$ -	\$ -		\$ -
Graduate Studies Program Fee (Full-time)	\$ 60	\$ 70	\$ 10	\$ -	\$ -		\$ -
Graduation Fee	\$ 50	\$ 65	\$ 15	\$ -	\$ -		\$ -
History Course Fee	\$ -	\$ 50	\$ 50	\$ -	\$ -		\$ -
Language Fee	\$ -	\$ 25	\$ 25	\$ -	\$ -		\$ -
Nursing Course Fee (632)	\$ -	\$ 350	\$ 350	\$ -	\$ -		\$ -
Psychology Course Fee (351 Only)	\$ 50	\$ -	\$ (50)	\$ -	\$ -		\$ -
Science Lab Fee	\$ 55	\$ 60	\$ 5	\$ -	\$ -		\$ -
West Liberty University							
Anatomy Accommodation Evaluation	\$ -	\$ 25	\$ 25	\$ -	\$ 2,250	90	\$ 2,250
Electronic On-line Course	\$ 50	\$ -	\$ (50)	\$ 375,000		0	\$ 375,000
New Student Orientation	\$ 100	\$ 125	\$ 25	\$ 59,000	\$ 5,000	580	\$ 64,000
Transcripts	\$ 7	\$ 8	\$ 1	\$ 17,900	\$ 2,500	2,570	\$ 20,400
West Virginia State University:							
Application Fees:							
Undergraduate - In/State	\$ 23	\$ 20	\$ (3)	\$ 23,562	\$ (3,162)	1,020	\$ 20,400
Undergraduate - Out/State	\$ 23	\$ 20	\$ (3)	\$ 1,386	\$ (186)	60	\$ 1,200
Graduate - In/state	\$ 29	\$ 28	\$ (1)	\$ 735	\$ (35)	25	\$ 700
Graduate - Out/state	\$ 41	\$ 28	\$ (13)	\$ 614	\$ (194)	15	\$ 420
Course Fees:							
Applied Music Fee	\$ 44	\$ 46	\$ 2	\$ 4,410	\$ 221	100	\$ 4,631
Applied Music Fee (Non-music majors only)	\$ 147	\$ 154	\$ 7	\$ 4,410	\$ 221	30	\$ 4,631
Art Fee	\$ 50	\$ 53	\$ 3	\$ 20,160	\$ 1,008	400	\$ 21,168
Communications Fee	\$ 44	\$ 46	\$ 2	\$ 26,460	\$ 1,323	600	\$ 27,783
Science Lab Fee	\$ 58	\$ 61	\$ 3	\$ 80,850	\$ 4,043	1,400	\$ 84,893
Education 299-07:Praxis Content Elementary	\$ 195	\$ 205	\$ 10	\$ 3,900	\$ 195	20	\$ 4,095
Education 299-08:Praxis Content Secondary	\$ 146	\$ 153	\$ 7	\$ 2,920	\$ 146	20	\$ 3,066
Education 299-09:Praxis Content Special Education	\$ 170	\$ 179	\$ 9	\$ 3,400	\$ 170	20	\$ 3,570
Education 299-10:Praxis Content Foreign Language	\$ 160	\$ 168	\$ 8	\$ 3,200	\$ 160	20	\$ 3,360
English Course Fee	\$ 6	\$ 7	\$ 1	\$ 3,780	\$ 189	600	\$ 3,969
HHP 106 & HHP 122	\$ 16	\$ -	\$ (16)	\$ 1,575	\$ (1,575)	100	\$ -
Math 020 Course Fee	\$ 36	\$ -	\$ (36)	\$ 3,570	\$ (3,570)	100	\$ -
Math Computer Science Fee	\$ 36	\$ 37	\$ 1	\$ 3,570	\$ 179	100	\$ 3,749
Internship Fee	\$ 124	\$ 130	\$ 6	\$ 9,293	\$ 465	75	\$ 9,758
English as a Second Language (ESL) - One Month	\$ 3,500	\$ 3,000	\$ (500)	\$ 175,000	\$ (25,000)	50	\$ 150,000
English as a Second Language (ESL) - Two Month	\$ 7,000	\$ 6,000	\$ (1,000)	\$ 140,000	\$ (20,000)	20	\$ 120,000
English as a Second Language (ESL) - Semester	\$ 11,338	\$ 5,400	\$ (5,938)	\$ 113,380	\$ (59,380)	10	\$ 54,000
Diploma Replacement	\$ 37	\$ 39	\$ 2	\$ 919	\$ 46	25	\$ 965
Transcript (after first)	\$ 11	\$ 12	\$ 1	\$ 38,850	\$ 3,885	3,700	\$ 42,735
Transcript (online)	\$ 14	\$ 15	\$ 1	\$ -	\$ -	0	\$ -
Thesis Binding Fee (formerly Electronic Thesis Fee)	\$ 189	\$ 198	\$ 9	\$ 2,835	\$ 142	15	\$ 2,977
Graduation and Diploma	\$ 160	\$ 168	\$ 8	\$ 52,668	\$ 2,633	330	\$ 55,301
Graduation (Graduate) and Diploma	\$ 160	\$ 168	\$ 8	\$ 1,596	\$ 80	10	\$ 1,676
Capitol Center Course Fee (per credit hour)	\$ 147	\$ -	\$ (147)	\$ 17,640	\$ (17,640)	120	\$ -
Information Literacy Fee (FT students only)	\$ 100	\$ 105	\$ 5	\$ 240,000	\$ 12,000	2,400	\$ 252,000
Internet Course Fee - Undergraduate (Web 80-100)	\$ 160	\$ 168	\$ 8	\$ 319,200	\$ 15,960	2,000	\$ 335,160
Internet Course Fee - Graduate (Web 80-100)	\$ 234	\$ 246	\$ 12	\$ 2,342	\$ 117	10	\$ 2,459
Internet Course Fee - Online (Web-50)	\$ 63	\$ 66	\$ 3	\$ 50,400	\$ 2,520	800	\$ 52,920
Late Registration	\$ 37	\$ 39	\$ 2	\$ 5,880	\$ 294	160	\$ 6,174
Reinstatement Fee	\$ -	\$ 30	\$ 30	\$ -	\$ 3,000	100	\$ 3,000
Campus Fee - Non-WVSU Only	\$ 310	\$ 325	\$ 15	\$ 24,780	\$ 1,239	80	\$ 26,019
ID Card Replacement	\$ 23	\$ 24	\$ 1	\$ 462	\$ 23	20	\$ 485
Orientation Fee	\$ 75	\$ 100	\$ 25	\$ 48,750	\$ 16,250	650	\$ 65,000
Parking - Full Year WVSU Faculty and Staff	\$ 131	\$ 138	\$ 7	\$ 43,313	\$ 2,166	330	\$ 45,479
Second Vehicle Full Year WVSU Faculty and Staff	\$ 66	\$ 69	\$ 3	\$ 662	\$ 33	10	\$ 695
Parking - Full Year WVSU Students	\$ 109	\$ 115	\$ 6	\$ 338,520	\$ 16,926	3,100	\$ 355,446
Second Vehicle WVSU student One Semester	\$ 16	\$ 17	\$ 1	\$ 788	\$ 39	50	\$ 827
Second Vehicle WVSU student Full Year	\$ 29	\$ 31	\$ 2	\$ 1,470	\$ 74	50	\$ 1,544
Parking-Monthly WVSU Student	\$ 7	\$ 8	\$ 1	\$ -	\$ -	0	\$ -
Parking Replacement	\$ 16	\$ 17	\$ 1	\$ 788	\$ 39	50	\$ 827
Parking - One Semester Fall, Spring WVSU students	\$ 58	\$ 61	\$ 3	\$ 5,775	\$ 289	100	\$ 6,064
Parking - January thru August WVSU student	\$ 81	\$ 85	\$ 4	\$ 8,085	\$ 404	100	\$ 8,489
Parking - Summer	\$ 44	\$ 46	\$ 2	\$ 1,103	\$ 55	25	\$ 1,158
Placement Testing Fee	\$ 29	\$ 31	\$ 2	\$ 2,940	\$ 147	100	\$ 3,087

Proctor Testing Fee	\$ 44	\$ 46	\$ 2	\$ 617	\$ 31	14	\$ 648
ROTC Activity Fee	\$ 10	\$ -	\$ (10)	\$ 750	\$ (750)	75	\$ -
Military Science Designated Course Fee (PT Classes)	\$ 10	\$ -	\$ (10)	\$ 250	\$ (250)	25	\$ -
Off-Campus Instruction (per credit hour up to 12 hours maximum)	\$ 28	\$ -	\$ (28)	\$ 709	\$ (709)	25	\$ -
West Virginia University:							
Application Fee (Resident)	\$ 30	\$ 35	\$ 5	\$ -	\$ -		\$ -
Application Fee (Non-Resident)	\$ 60	\$ 65	\$ 5	\$ -	\$ -		\$ -
Common Application Fee for Undergraduate Applicants	\$ 45	\$ 50	\$ 5	\$ -	\$ -		\$ -
I. D. Card Replacement for Lost Card	\$ 25	\$ 30	\$ 5	\$ -	\$ -		\$ -
Orientation Fee (Assessed to First Time Freshman)	\$ 100	\$ 125	\$ 25	\$ -	\$ -		\$ -
International Student Fee	\$ -	\$ 300	\$ 300	\$ -	\$ -		\$ -
Reinstatement Fee	\$ 100	\$ 250	\$ 150	\$ -	\$ -		\$ -
Student Health Insurance (assessed in Fall and Spring)	\$ 912	\$ 1,000	\$ 88	\$ -	\$ -		\$ -
Student Health Insurance (assessed in Summer)	\$ 460	\$ 504	\$ 44	\$ -	\$ -		\$ -
Potomac State College of West Virginia University:							
<i>Program Specific Fees:</i>							
Applied Sciences Division	\$ 96	\$ 108	\$ 12	\$ -	\$ -		\$ -
Liberal Arts Division	\$ 84	\$ 96	\$ 12	\$ -	\$ -		\$ -
STEM Division	\$ 108	\$ 120	\$ 12	\$ -	\$ -		\$ -
Reinstatement Fee	\$ 100	\$ 250	\$ 150	\$ -	\$ -		\$ -
West Virginia University Institute of Technology:							
WV School of Osteopathic Medicine:							

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Update on West Virginia GEAR UP

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Adam Green

BACKGROUND:

The Division of Student Affairs coordinates several projects aimed at assisting students in navigating college processes and pathways including West Virginia GEAR UP, a federally funded program that helps students in ten counties prepare to succeed in education and training beyond high school. “GEAR UP” stands for “Gaining Early Awareness and Readiness for Undergraduate Programs,” and the program’s goal is to help more students pursue their dreams of earning a college diploma or skillset certificate.

Staff will provide a brief update about WV GEAR UP and introduce a WV GEAR UP alum, and current Marshall University student, who will be featured in an upcoming documentary by Roadtrip Nation titled “Beating the Odds: To make it college, you’ve got to bet on yourself.” To learn more about the documentary, visit: <http://roadtripnation.com/roadtrip/beating-the-odds>.

West Virginia Higher Education Policy Commission
Meeting of June 22, 2018

ITEM: Update on 2019 System Master Plan Development

INSTITUTION: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Chris Treadway

BACKGROUND:

Series 49, Legislative Rule, Accountability System, requires the Commission to develop a system master plan for public higher education institutions at least once every five years. As the current master plan, *Leading the Way: Access. Success. Impact.* enters its fifth year, work has begun to craft a new plan that addresses the ever-changing needs of the institutions and students.

The Commission also plans to announce a new statewide attainment goal campaign that will provide the overarching framework for the master plan development. This presentation will provide the Commission with an overview of the proposed project timeline and associated tasks.

Master Plan Proposed Project Timeline:

2018	
March, April, May	Initial planning (Commission staff)
May 29-30	Master plan planning retreat (Commission senior staff)
June 22	Presentation to Higher Education Policy Commission <ul style="list-style-type: none"> Project overview, proposed timeline, etc.
July 25	Student Success Summit (Morgantown) <ul style="list-style-type: none"> Master plan planning meeting with institutional leaders. Statewide attainment campaign rollout.
September 5-6	Momentum Year Conference (Charleston)
September - October	Campus visits (Gather input from constituent groups)
November 16	Presentation to Higher Education Policy Commission <ul style="list-style-type: none"> Project update
2019	
Winter	Master plan planning meeting for institutional Compact coordinators
Early Spring	Presentation to Higher Education Policy Commission <ul style="list-style-type: none"> System master plan approval Presentation to Legislative Oversight Commission on Education Accountability <ul style="list-style-type: none"> System master plan approval
Late Spring	Compact Summit
Spring / Summer / Early Fall	Institutional Compact Development
Late Fall	Compact Review / Approval
December 13	Presentation to Higher Education Policy Commission <ul style="list-style-type: none"> Approval of institutional Compacts

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Approval of Soccer Field Complex

INSTITUTION: West Liberty University

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia Higher Education Policy Commission provisionally confirms the plans for the West Liberty University Soccer Field Complex.*

STAFF MEMBER: Jim King

BACKGROUND:

West Liberty University has offered women's soccer as a NCAA Division II sanctioned sport since 2012, however men's soccer has remained a club sport. The existing field, while adequate for both teams, will be insufficient to accommodate the expansion of the men's program to sanctioned Division II status beginning in the fall of 2018. A donor has generously pledged \$1 million towards the construction of a new \$3.6 million soccer/track facility, with the intent that the University will provide the remaining \$2.6 million through institutional funds as well as an increase in enrollment (addition of women's and men's track and men's soccer) towards this project.

The University retained the services of Rucon Construction Consultants in 2017 to arrive at preliminary estimates, as well as estimates from a consultant specializing in turf and turf systems. The University has selected McKinley Associates as the architectural firm responsible for design, coordination and administration of this project. West Liberty University elected to begin this project earlier this year to prepare the new facility for the upcoming fall 2018 soccer season.

The addition of this complex, along with the associated landscaping and future new housing for the units being taken, will enable the university to complete this athletic portion of the campus. The location of the new soccer complex has been planned in such a way that it will also provide a field house suitable for West Liberty University as well as visiting teams, and will be designed to support the soccer, track and field and baseball teams. The placement of the new soccer field/track and field house will allow the University to expand and improve the associated parking, which will incorporate a portion of an existing lot and expand it to gain the number of spaces necessary for the proposed complex.

There is no current Campus Facilities Plan. The University has been notified that it has proceeded without confirmation of the Commission, contrary to language included in West Virginia Code §18b-19, specifically approval for projects over \$3 million, current, approved Campus Facilities Plan, and 30 day notification to the West Virginia

Legislature's Joint Committee on Government and Finance prior to the commencement of any capital project.

The university has committed the completion of this project to incoming student athletes for the upcoming fall 2018 season and would incur both financial and logistic setbacks if it were suspended temporarily. They acknowledged that protocol was not followed, and have agreed that if this item is approved provisionally, they will to return to the August 2018 Commission meeting with evidence that a campus Development Plan will be submitted as soon as practical or directed by the commission.

Attached please find the supporting information for this project.

FINANCIAL FEASIBILITY STUDY

This Financial Feasibility Study is being submitted for the following project *(must be submitted 60 days in advance of the deadline for submitting agenda items to the Commission or Council)*:

Submission Date 5/7/2018

Name of Institution West Liberty University

Project Name	Track, Turf, and Lights (TTL) Turfed Soccer Field and Track
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Project Amount	\$ 3.6M
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Project Type (*check one*):

- | | |
|---|--|
| | Education & General (E&G) Project |
| X | Auxiliary Enterprise Project |
| | Property Acquisition |
| | Public/Private Development or Design/Build |
| | Other(specify): |

Proposed Financing Arrangement (check one):

- | | |
|---|---|
| | No Debt - Paid from Institution Cash On-Hand or from Reserves |
| | Revenue Bond by Institution |
| | Capital Lease |
| | Alternative Financing Method |
| X | Other(specify) Donation from Foundation; Loan from Foundation |

Requested Type of Financing (should not exceed 30 years):

- | | | | | |
|-------------------------------------|--|---------|----|--|
| <input type="checkbox"/> | Educational & General (E&G) Capital Fee Financing | Amount: | \$ | |
| <input type="checkbox"/> | Auxiliary & Auxiliary Capital Fees Financing | Amount: | \$ | |
| <input checked="" type="checkbox"/> | Debt secured by revenue stream – <i>Revenue stream will be generated from enrollment increases due to new sports (Men’s Soccer) and the expansion of existing sports (Men’s and Women’s Track). Enrollment increases in these two sports are estimated to be 50 - 80 students.</i> | Amount: | \$ | 1.5M (from WLU Foundation. 3% for 10 years.) |

Prepared by:

Name:	Roberta Linger
Title:	VP Finance and Administration
E-mail:	Roberta.linger@westliberty.edu
Telephone No.:	304-336-8990
Fax No.:	

The attached Financial Feasibility Study has been prepared using information and projections believed to be reliable and accurate for the purpose of estimating the demand and affordability of the proposed capital project.

Signature (Chief Financial/Fiscal Officer)

Forward original to:

West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301
Attn: Dr. Edward Magee
Email: Edward.Magee@wvhepc.edu

Section 1 - General Information – To be completed for all projects.

1. Describe the project in sufficient detail so that an uninformed reader has a clear understanding of the project. Indicate whether the project is new construction, renovation/addition to an existing facility or is property acquisition.

This project is new construction. It will be constructed on campus. It is a turf soccer field and track. WLU is adding a men's soccer team. WLU currently has a track team but does not have a track. Currently there is a grass soccer field which is on leased land.

2. Describe how the project is essential to fulfilling the institution's mission. Address the alternatives available if the project is not undertaken.

This project is crucial to recruiting new students and retaining current students. If this project is not undertaken it will decrease this ability. WLU currently recruits students to participate in track and field but we do not have a track. Completion of this project will enable WLU to host meets and to recruit more students to the track program. We will also be able to recruit more students for the men's soccer team with a new turf field.

3. Is the project identified in the institution's capital appropriation request for this fiscal year? *Yes. (included in the appropriation request is a project for a track around the existing field. Project was expanded to include a new turf field. Current soccer field is grass and is on leased property. WLU currently has no track for the track team. If yes, what is its priority in relation to the other projects? If no, why was it not included and why is being proposed now? This project is currently ranked as the highest priority. This is due to the formation of the new soccer team in the Fall of 2018 and the expansion of the track team. Currently the track team must travel to all events. This project is also a critical piece of our recruiting and retention efforts.*

4. Is the project included in the institution's approved Ten Year Campus Masterplan? If so, what is the priority in relation to other projects in Masterplan and what is the estimated project cost identified in the Masterplan? If it is not included in the Masterplan, why is it being proposed ahead of the projects in approved in the Masterplan? *This project is included in the recently revised ten year campus plan. This project is a top priority because of its anticipated affect on enrollment and retention. (In fact we have already recruited over 80 additional students because of this facility.)*

5. Describe the effect the project will have on those students or users who will financially support the project. *This project will benefit many student athletes by providing a venue for competition and for non-athletes by providing recreational space.*

6. Explain how the project will affect the institution's need for student financial aid. *The facility will facilitate an increased enrollment.*

7. Describe the probable effects of the project on the community and environment, including changes to the value of property as a result of the project. *This facility will be beneficial to the community by providing recreation space which will bring more people, including prospective students and their parents, to the community and to the campus. This facility will increase the University's property value and enhance the look and beautification of the campus.*

8. Explain how the project and its impact have been conveyed to local officials and their reaction/response. *Press release. There has been a very positive and enthusiastic reaction by local officials to this project. Growth for the University has a positive economic impact on the entire region.*

9. Describe any other positive or negative effects the project may have.
10. Briefly describe the financing proposal. Indicate if this proposal is for a revenue bond financing, a capital lease or lease purchase, or some other less traditional financing arrangement. Indicate anticipated closing date. *Financing for this project is provided by a \$1M donation and a \$1.5M loan from the WLU Foundation which will close in June 2018. The remainder will come from additional donations, loans, or vendor financing.*

11. Are specific revenues planned to support debt service or lease payments? (If so, please complete Section 3.)

☒ Yes ☐ No

12. What impact does the construction of this project have on the institution's compliance with federal Title IX requirements?

The facility will enable West Liberty University to provide additional participation opportunities for female student-athletes.

Private Use

13. Will any person or entity other than the institution provide (directly or indirectly) any part of debt service on the portion of the bonds issued for the project? For example, will a private business entity, private foundation or federal agency be required (or expected) to make an annual contribution toward the payment of debt service.

☐ Yes ☒ No. If yes, please identify the person or entity and the percent of debt service to be provided.

One million dollars is in the form of a donation from an anonymous donor.

14. Do you anticipate that any person or entity other than the institution will have a contractual right, different from the rights available to the general public or students, to use any part of the project or to use or buy goods or services produced at the project? For instance, have you contracted parking spaces in a parking deck to a nearby corporate office?

☐ Yes ☒ No. If yes, briefly summarize the planned contractual agreement.

15. Do you contemplate any part of the project being managed or operated by any person or entity other than the institution under a management or service contract, incentive payment or other "privatized" arrangement? Examples include contracts for food service, parking service, dormitory management, bookstore management, etc.

☐ Yes ☒ No. If yes, summarize the anticipated contractual arrangement (i.e., contract term, renewal options, compensation arrangements, etc.).

Note: These arrangements may impact whether the project is eligible for tax-exempt financing. Once tax-exempt bonds have been issued, entering into this type of contract or arrangement may affect the bond's tax-exempt status and as a result, could have an adverse affect on the bondholders. **So long as the bonds are outstanding**, the terms of any such arrangement must be reviewed and approved by the Bond Counsel and the Policy Commission staff prior to the execution of any contract.

Property Acquisition by Purchase, Lease or Lease Purchase

Property acquired by purchase, lease or lease/purchase exceeding \$1 million (\$15 million for Marshall University and West Virginia University) must be approved in advance by the Commission or Council as applicable.

16. What is the purchase price of the property? What is the appraised value of the real property and improvements? The institution must engage a licensed appraiser experienced and certified for the property being appraised. Attach a copy of the appraisal.

This project will be on the current campus. No property acquisition was necessary.

17. Does the institution have a Phase 1 Environmental Study for the property? If so, please provide a copy. Does the Phase 1 Study identify the need for a Phase 2 Environmental Study? If so, please provide a copy to the Phase 2 Study.

☐ Yes ☒ No. If yes, please provide a copy. If no, this study must be performed by a firm experienced and qualified to perform this study prior to purchase. Include contact person with WV DEP.

Confirmed with McKinley and Associates

18. Has a title search been performed? If so, are there any issues preventing the institution obtaining a general warranty deed? Are there any easements, encroachments, or encumbrances affecting the property? A title search must be performed prior to purchase.

☐ Yes ☒ No. If yes, please provide a copy. If no, a title search must be performed prior to purchase.

No property purchase is required.

19. Is the property within the property acquisition boundaries of the approved Ten Year Campus Masterplan?

☒ Yes ☐ No. If no, the acquisition must be approved in advance by the Commission or Council as applicable no matter the dollar value. *Property is already a part of a developed section of the campus.*

20. Has there been an architectural/engineering firm retained for any portion of the project (feasibility study, site selection, schematic drawings)?

☒ Yes ☐ No. McKinley and Associates, Wheeling, WV

21. If so, was the firm selected and retained following West Virginia Code §18B-19-7?

☒ Yes ☐ No.

22. If a firm has been selected, will this firm be retained as the project continues?

☒ Yes ☐ No.

23. If a selected firm will not be retained as the project continues, will there be a separate RFP distributed to select an Architectural /Engineering firm for the next phase?

☐ Yes ☐ No.

24. If a design firm has been selected for schematic design and/or feasibility study and/or site selection are they aware of their role, and that they will have their responsibility either fulfilled or will continue upon completion of this phase? Explain if necessary.

☒ Yes ☐ No.

25. If a firm has been retained, have the necessary drawings and specifications been submitted to the HEPC Central Office?

☒ Yes ☐ No.

26. Does this project fall under West Virginia Code §18B-19-8 and was it submitted as required?

☒ Yes ☐ No.

27. If this project is taking precedent over a deferred maintenance project submitted previously, explain here.

Section 2 – Cost Information (complete for all projects)

28. Do you anticipate the need for capitalized interest on any bond financing (i.e., to pay interest during construction)? If so, for how many months? When is construction to begin and completed? *(Interest cannot be capitalized more than six months post construction) N/A*

29. Itemize the capital costs of the project. Estimate the costs of issuance at 2% of the cost of the project if it is to be financed by a bond issue. Please subtotal project costs net of the 2% cost of issuance and then show a gross cost of project including the cost of issuance. Note that the total cost should be used as the AMOUNT BORROWED field of the worksheet. Attach the CO-2 estimate or further estimate of project cost, if available. *(Note: The term of any financing plan or arrangement should be for 30 years or less.)*

A & E	\$
Land Acquisition	0
Sitework/Utilities	1201440
Construction	1881608
Equipment/Furnishings	30000
Other Costs	377054
Contingencies	127000
Subtotal	3,617,102
Costs of Issuance (2% of Subtotal above)	
Capitalized Interest (Estimate)	
Debt Service Reserve Fund	
Original Issue Discount	
Management Fee	
Other (specify)	
Subtotal	0
Less Planned Equity Contribution by Institution	1000000
Total Financed	2617102

30. What is the anticipated useful life of the project? *12 years*

31. Discuss the need for a **Reserve Fund** to support the proposed project, any anticipated uses of the reserve during the life of the bonds, and the plan for replenishment of the reserve. The Reserve Fund Limit in the spreadsheet should be approximately 10% of the project cost.

32. List and describe any initial **Non-Recurring Costs** related to the project and the source of funding for each of these items.

33. List and estimate the **Incremental Annual Operating Expenses**. Provide any supporting documentation and illustrate how your estimate was made. These expenses include personnel costs, utilities, contractual services, supplies and materials, indirect costs, equipment, etc. *We will use existing staff and equipment to maintain the field. We currently have a groomer we use for the football field. If we need to replace sooner than expected the cost of this equipment is approximately \$8,500. Replacement brushes are about \$450.*

Section 3 Revenue Information. (Complete for all revenue-producing projects)

34. Describe the Revenue Sources that will be used for payment of debt service and the expenses associated with these revenues. Consider what other expenses are planned to be supported by the revenues, and how much revenue will actually be available for debt service. (**Note: The term of any financing plan or arrangement should be for 30 years or less.**)

Debt payments will be paid with new tuition revenues. Increased enrollment in Men and Women's track and Men's soccer is expected to be a total of 36 students in FY19. (12 R, 2 NR, 6 M). In FY18 24 students were recruited for Men's soccer, which is a new sport. (11 R, 5 NR, 8 M) These 60 students will provide approximately \$331K in revenues to support approximately \$314K in debt payment. The \$331K does not include capital fees and estimated overhead costs. The amount available for payment of the debt is also net of discounts and waivers. This estimate also assumes otherwise stable enrollment.

35. If revenues will be derived from a group of similar facilities (a system) and an increase in system revenues will be used to support the debt, provide justification for any system contribution and any marginal increase in system-wide fees.
36. If revenues will be derived from just one facility of several similar facilities in a campus system, show all fees for all similar facilities and justify any differential in pricing between the facilities.
37. Will project revenues or revenues pledged to the payment of debt service be available prior to completion of the project? Describe the timing of revenues and when they will be available and sufficient to begin servicing the debt.

Yes, twenty-four of the Men's soccer students were enrolled in FY18. The remaining students will begin in Fall 2018. The complex is scheduled to be completed in September 2018. The first \$1.0M, the donation, is already available through the Foundation. Other loan payments will begin in the summer or fall of 2018.

38. What studies have been completed to demonstrate the demand for the facility and the reliability of the revenue stream? (Attach copies if available.)
39. If any portion of the revenues are already pledged or otherwise committed to other debt service payments, provide a schedule of debt service payments (by issue) and cumulatively. Clearly identify the portion of the revenue source that is committed or being used to pay debt service.
40. If any revenues are projected to increase, explain how the projections were calculated. Do not use an automatic growth rate.
41. If institutional reserves are to be used to service the debt, include the source of funds, balances for the last five

years, and impact on future balances. Identify the authorization for using these funds to pay debt service and other costs.

42. If any amounts currently used for debt service are expected to be available and used for debt service on this project (i.e., the existing debt will be retired), provide the name(s) of the existing project(s), the bond series, and the annual amount to be available. Address the status of the existing facility's physical condition and plans for repair or maintenance. Conversely, explain why any such amounts scheduled to be available are not planned for use for debt service on this project. *N/A*
43. Provide a copy of the institution's debt policy approved by the Board of Governors

Using the information described above, complete Spreadsheet #2 – Revenue Components

Section 4 General Financial Condition - Complete this section for all projects

Provide the following FTE enrollment and admissions information

	Last 5 years				
Enrollment	FY 17	FY 16	FY 15	FY 14	FY 13
Undergraduate	2090	2168	2531	2660	2716
Graduate & 1st Prof.	237	181	163	116	79
Total	2327	2349	2694	2776	2795
On-Campus	1019	1055	1165	1201	1280
Off-Campus	1308	1294	1529	1575	1515
Admissions					
Applications Received	1802	1700	1908	2178	1986
Applications Accepted	1286	1224	1379	1550	1387
Students Enrolled	436	407	468	501	526
Acceptance Rate	0.7136515	0.72	0.72274633	0.71166208	0.69838872
Matriculation Rate	0.33903577	0.33251634	0.33937636	0.32322581	0.37923576

44. What is the estimated enrollment change resulting from this project? 80-100 *FTE*

45. Provide the following ratios and Composite Financial Index for the current year budget as adjusted for the project, the current year budget excluding the new project, and the two preceding fiscal years.

	Adjusted Budget FY 2018	Budgeted FY 2018	Actual FY 2017	Actual FY 2016
Ratios (Excluding OPEB liability):				
Primary Reserve Ratio	0.176	0.176	0.179	0.280
Net Operating Revenue Ratio	0.026	0.026	0.027	-0.130
Return on Net Assets	0.017	0.017	0.017	-0.100
Viability Ratio	0.391	0.454	0.397	0.190
 Composite Financial Index	 1.15	 1.21	 1.18	 0.23

Section 5 Capital Lease Projects – Complete Items 34 through 37 only if the financing involves a capital lease.

46. Discuss the alternatives that were considered before deciding that the capital lease structure was the best option.
47. Who is the Lessor (full name and address)? Who is the Lessee (full name and address)?
48. Who will manage the facility during and after construction?
49. Who will be issuing bonds or otherwise financing the project? Will it be tax-exempt debt?
50. If debt is issued, what portion will not be tax-exempt?

Section 6 Public/Private Partnership & Design Build – Complete this section only if the financing involves a public/private partnership or is a design build project.

51. Discuss the alternatives that were considered before deciding on a public/private partnership or design build as the best option.
52. Design build projects are subject to the “Design Build Procurement Act,” West Virginia Code §5-22A. The provisions of this Act must be used to select design-builders for authorized projects that are constructed and owned, potentially owned, or ultimately owned by any agency/state institution of higher education. Please describe your plans for complying with the Design Build Procurement Act.
53. If this is a public/private partnership, please describe the nature of the arrangement and the parties involved.

54. What type of financing vehicle will be used to fund the project? (Please describe in detail)

Section 7 Sustainability and Energy Efficiency

55. Do you have access to the most current version of the HEPC's standards for sustainability and energy efficiency?

☒ Yes ☐ No

56. Will this project be proposed as a LEED project?

☐ Yes ☒ No

57. If it is to be a LEED project, have you engaged with the necessary professionals to enter the process?

☐ Yes ☐ No

58. If you have not engaged the necessary professionals, do you need assistance?

☐ Yes ☐ No

59. If is not proposed as a LEED project are you aware of the minimal guidelines required to insure the project is completed using the most current guidelines and standards? (ASHRE 90.1, LEED – see USGBC.org website)

60. Have you explored any potential existing energy rebates available from your local utilities specific to this project?

61. Do you need further assistance in proceeding with any of the answers required in this application?

Definitions of Terms

Auxiliary and Auxiliary Capital Fees Bonds (W. Va. Code §18B-10): Revenue bonds issued to finance the planning, design, construction and equipping of an auxiliary facility i.e., Student Unions and Recreation Facilities, Residence Halls, Dining Halls, Athletic Facilities, Bookstores, Faculty and Staff Housing and other facilities not considered E&G Facilities. Auxiliary fees are pledged to pay debt service for these revenue bonds.

Capital Lease: In accordance with the Financial Accounting Standards Board (FASB), capital leases are defined as leases which meet any one (or more) of the following criteria:

- 1) Transfer of ownership of the property to the lessee at the end of the lease term;
- 2) Bargain purchase option at the end of the lease term;
- 3) Lease term equal to 75% or more of the estimated economic life of the leased property; and
- 4) Present value of the net minimum lease payments equal to or exceeding 90% of the fair market value of the property.

Capital leases are considered long-term obligations for accounting purposes.

Capitalized Interest: Interest to be paid on the bonds during the period of construction that is financed as part of the bond issue (i.e., paid with bond proceeds). Capitalizing interest increases the overall cost of borrowing, but may be necessary in cases where project revenues are to be used to pay debt service. Conversely, where revenues are already being collected (i.e., a fee or fee increase has already been implemented), the use of capitalized interest may not be appropriate.

Educational and General (E&G) Capital Fees Bonds (W. Va. Code §18B-10): Revenue bonds issued to finance the planning, design construction and equipping of E&G facilities Fees collected by the institutions to support existing and future system-wide debt and institutional debt, capital projects funded on a cash basis, campus and building renewal, and repairs and alterations of E&G Facilities.

Educational and General (E&G) Facility: A building or structure used for instruction and instructional support purposes, and includes classroom, laboratory, library, computer laboratory, faculty and administrative office and other academic support spaces.

Incremental Annual Operating Expenses: The increase in operating costs attributable to the project. For example, a new dormitory added to a dormitory system would presumably increase system operating costs (e.g., supplies & material, utilities, personnel (janitorial, maintenance), equipment, etc.)

Non-recurring costs: One-time project costs (e.g., land acquisition, special utility fees, etc.) required for project completion.

Other: Debt secured by another revenue stream than those identified above. Please identify source and provide Code citation that authorizes the pledge of this revenue stream for issuance of revenue bonds or to incur debt.

Private Use: Private use means any use (directly or indirectly) by a trade or business that is carried on by persons or entities other than state or local governmental entities. Such use could involve ownership, management, service or incentive payment contracts, research agreements, leases, subleases, loans, or any other arrangement that conveys special legal entitlements or economic benefit to the non-governmental entity from the beneficial use of the project.

Reserve Fund: An amount set aside, usually from project revenues or bond proceeds, to mitigate the impact of interruptions in the ability of the project to generate sufficient net revenues to pay debt service (e.g., debt service reserve, repair and replacement reserve). In certain circumstances, the presence of a reserve can enhance the credit. For the purposes of the feasibility study, reserve funds are generally for debt service and are funded from project or institutional revenues. 9(c) projects are expected to generate sufficient revenues to fund a reserve at an amount equal to approximately 10% of the amount financed.

PHASE TWO PACKAGE
WEST LIBERTY UNIVERSITY ATHLETIC COMPLEX



WEST LIBERTY UNIVERSITY
208 UNIVERSITY DRIVE, BOX 109
WEST LIBERTY, WV 26074

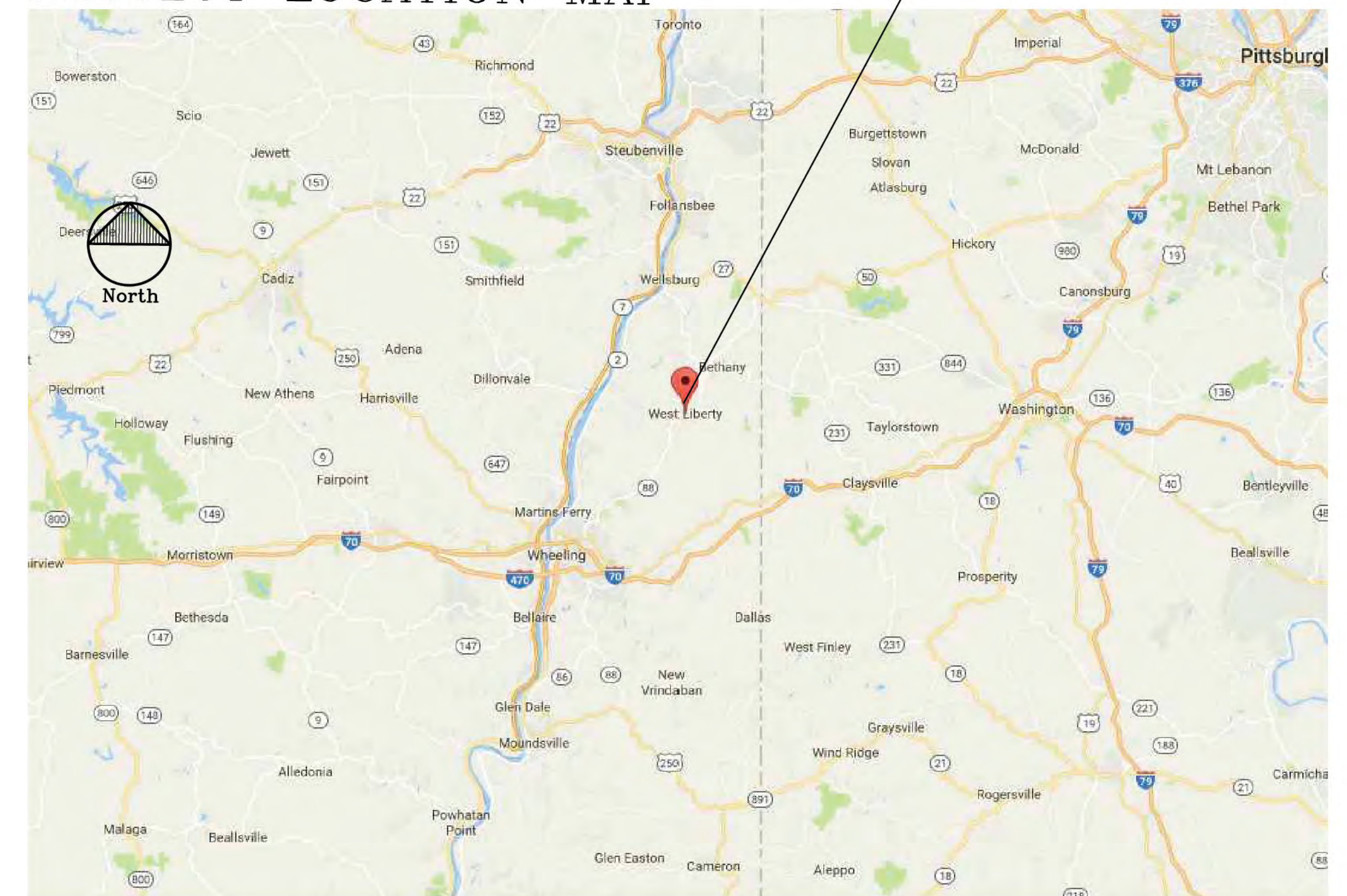


THE MAXWELL CENTER SUITE 100
32 TWENTIETH STREET
WHEELING, WV 26003
304-233-0140 TEL / 304-233-4613 FAX



JTSA SPORTS
264 SMITH TOWNSHIP STATE ROAD, SUITE 3
BURGETTSTOWN, PA 15021; P 412-787-1994
WWW.JTSAUERASSOCIATES.COM

PROJECT LOCATION MAP SITE LOCATION



INDEX OF DRAWINGS

4/16/2018

CODE INFORMATION

CODE: STATE FIRE CODE (SFC) -
2015 NFPA NATIONAL FIRE CODES
STATE BUILDING CODE (SBC) -
2015 I - CODES, ASHRAE 90.1-2007

COVER	DRAWING INDEX AND VICINITY MAP
	<u>CIVIL / SITE WORK DRAWINGS</u>
C001	NOTES AND LEGENDS
C002	WORK SCOPE SUMMARY PURCHASE ITEMS 1 & 2
E001	EXISTING CONDITIONS
S001	SITE PLAN - CONSTRUCTION NOTES AND SITE PLAN
S002	SITE PLAN - TRACK AND FIELD LAYOUT
S003	SITE PLAN - TRACK AND FIELD DETAILS
S004	SITE PLAN - TRACK AND FIELD DETAILS
S005	SITE PLAN - SOCCER LAYOUT AND DETAILS
S006	SITE PLAN - LACROSSE LAYOUT AND DETAILS
S007	SITE PLAN - FENCE LAYOUT
S008	SITE PLAN - TRACK AND FIELD THROWING EVENTS LAYOUT
G001	GRADING PLAN - SUB-BASE ELEVATIONS
G002	GRADING PLAN - UNDERDRAINS PLAN
G003	GRADING PLAN - TOP OF AGGREGATE ELEVATIONS
G004	GRADING PLAN - TOP OF TURF ELEVATIONS
G005	GRADING PLAN - OVERALL SITE ELEVATIONS
L001	LANDSCAPING PLAN
CD01	CONSTRUCTION DETAILS
CD02	CONSTRUCTION DETAILS
	<u>SITE ELECTRICAL DRAWINGS</u>
SE1	ELECTRICAL FIELD LIGHTING PLAN (PURCHASE ITEM 3)
SE2	ELECTRIC NOTES & DETAILS (PURCHASE ITEM 3)

REGISTERED DESIGN CERTIFICATIONS

SITE ELECTRICAL
DRAWINGSCIVIL / SITEWORK
DRAWINGS

THE OVERALL SCOPE OF WORK

THIS PROJECT IS FOR THE CONSTRUCTION OF A SYNTHETIC TURF SOCCER FIELD, AND NCAA DOUBLE BEND 8 LANE RUNNING TRACK WITH FIELD EVENTS. WORK SHALL INCLUDE GRADING, BITUMINOUS PAVING, SEEDING, AND STORMWATER MANAGEMENT STRUCTURE INSTALLATION AND OTHER RELATED WORK INDICATED.

GENERAL NOTES

- PLAN HAS BEEN TAKEN FROM OWNERS ORIGINAL PROJECT SURVEY. RECORD DOCUMENT SURVEY WILL BE PROVIDED UPON COMPLETION TO PHASE 2 CONTRACTOR(S).
- CALL 48 HOURS BEFORE YOU DIG. YOU CAN CONTACT MISS UTILITY WEST VIRGINIA 24 HOURS A DAY, 7 DAYS A WEEK (1-800-245-4848). WHENEVER POSSIBLE, CALL BETWEEN 7 A.M. AND 5 P.M., MONDAY THROUGH FRIDAY. NO ACTIVITIES CAN BE COMMENCE UNTIL PROOF OF ONE-CALL COMPLETION HAS BEEN CONFIRMED BY OWNER.
- ANY DAMAGE TO ADJACENT PROPERTY, ROADS, AND UTILITIES SHALL BE REPAIRED IMMEDIATELY AT CONTRACTOR'S EXPENSE.
- CONTRACTOR SHALL REFRAIN FROM STORAGE, FILL, AND PARKING OF EQUIPMENT AND MATERIALS ON EXISTING PAVING INCLUDING ROADS, PARKING, AND SIDEWALKS.
- NO CHEMICALS OR HAZARDOUS MATERIALS SHALL BE STORED ON-SITE WITHOUT PRIOR, WRITTEN APPROVAL OF THE OWNER.
- "PROVIDE" MEANS TO FURNISH & INSTALL, COMPLETE AND READY FOR THE INTENDED TO USE. IN THE ABSENCE OF THE USE OF DEFINED WORDS BY SPECIFICATION, "FURNISH", "INSTALL", OR "PROVIDE", PROVIDE IS IMPLIED.

LEGEND

	Existing	Proposed
BENCH MARK		
WATER LINE		
EXISTING VEGETATION		
EXISTING TREE/SHRUB		
TV PEDESTAL		
TELEPHONE PEDESTAL		
ELECTRIC PEDESTAL		
LIGHT POLE		
WATER VALVE		
FIRE HYDRANT		
EXISTING SIGN		
MANHOLE		
PROPERTY LINE		
CONTOUR		
SPOT ELEVATION		
DRAIN INLET		
STORM DRAIN		
UNDERDRAIN		
LIMIT OF PROJECT		
LIMIT OF DISTURBANCE		
FENCE		

CONSTRUCTION NOTES

- C-1
- PROVIDE CONCRETE CURB AND NAILER BOARD. REFER TO SHEET CD01 FOR "CURB DETAIL (AT D-ZONES)" DETAIL.
- C-2
- PROVIDE CONCRETE CURB WITH TRACK DRAIN. REFER TO SHEET CD01 FOR "CURB WITH TRACK DRAIN" DETAIL.
- C-3
- PROVIDE SYNTHETIC TURF SURFACE. REFER TO SHEET G003 FOR "FIELD SECTION" DETAIL.
- C-4
- PROVIDE BITUMINOUS PAVEMENT WITH SYNTHETIC RUBBER SURFACE. REFER TO SHEET CD01 FOR "RUBBERIZED SURFACE" DETAIL.
- C-5
- PROVIDE LONG JUMP AND TRIPLE JUMP FIELD EVENT. REFER TO SHEET S004 FOR "LONG JUMP" DETAIL.
- C-6
- PROVIDE POLE VAULT FIELD EVENT. REFER TO SHEET S004 FOR "POLE VAULT" DETAIL.
- C-7
- PROVIDE STEEPLECHASE WATER PIT. REFER TO SHEET S004 FOR "STEEPLECHASE WATER PIT" DETAIL.
- C-8
- PROVIDE CONCRETE PAVEMENT. REFER TO SHEET CD01 FOR "4" REINFORCED CONCRETE WALK " DETAIL.
- C-9
- PROVIDE ADA ACCESSIBLE PARKING STALL. REFER TO SHEET CD02 FOR "ACCESSIBLE PARKING STALL" DETAIL.
- C-10
- PROVIDE 2' WIDE APRON MINIMUM. REFER TO SHEET S007 FOR "TRACK APRON AT FENCE DETAIL".

SUB-BASE NOTES

- CONTRACTOR IS RESPONSIBLE FOR LASER GRADING SUBBASE TO ELEVATIONS SHOWN AND HAVING A CONSTANT 0.67 % SLOPE.
- ELEVATION SHALL SLOPE FROM CURB TO TRENCH AND FROM CENTER OF FIELD TO TRENCH.
- SUB BASE MUST BE COMPACTED TO 95% MODIFIED PROCTOR. PROOF ROLL SHALL BE PREFORMED ON SITE AND INSPECTED BY OWNERS TESTING AND INSPECTION FIRM.

STORM DRAIN NOTES

- [SD-1]
- PHASE 1 = PROVIDE STORM PIPE.
- [SD-2]
- PHASE 1 = PROVIDE MANHOLE.
- SD-3
- PROVIDE 1" X 12" FLAT PANEL DRAINS. REFER TO CD01 FOR " PANEL DRAIN" DETAIL, AND "FLAT DRAIN & PERIMETER DRAIN CONNECTION" DETAIL.
- SD-4
- PROVIDE PERIMETER TRENCH AND DRAIN. REFER TO CD01 FOR "PERIMETER TRENCH" DETAIL.
- SD-5
- PROVIDE 4" DRAINAGE PIPE FROM EVENT PIPE INTO FIELD STORM SYSTEM.
- SD-6
- PROVIDE 4" PIPE FROM TRACK CURB INTO FIELD SYSTEM.
- SD-7
- PROVIDE INLET, REFER TO "INLET ASSEMBLY" ON THIS SHEET.
- SD-8
- REMOVE EXISTING INLET. REMOVE EXISTING PIPE TO PROPOSED INLET (I-1A)

AGGREGATE NOTES

- REFER TO SPECIFICATIONS FOR AGGREGATE SIEVE SIZES AND TESTING.
- TEST PAD MUST BE MADE FOR AGGREGATE PRIOR TO INSTALLATION OF MATERIAL FOR SITE.
- TEST PAD MUST BE 20' X 20' IN SIZE AND WATERED WITH PRE-SATURATION OF FULL SECTION PRIOR TO TESTING.
- SIEVE ANALYSIS OF STONE MUST BE SUBMITTED AND APPROVED BY ARCHITECT / ENGINEER PRIOR TO BRINGING MATERIAL TO SITE FOR TESTING AND APPROVAL.
- NO SUBSTITUTION OF MATERIAL SHALL BE MADE UPON APPROVAL OF STONE MATERIAL.
- STONE SHALL BE TESTED AT THE REQUEST OF THE ARCHITECT / ENGINEER AT BOTH LAYERS OF STONE. STONE MUST BE LASER GRADED AND COMPACTED.
- TOP STONE SHALL BE 1 INCH IN THICKNESS FREE FLOWING MATERIAL OF #9 FREE FLOWING CHARACTERISTICS INCLUDING SIEVE OF LESS WITH NO MORE THAN 20% TOTAL OF 100S OR 200S IN SIZE.
- NO SLAG AT ALL SHALL BE PERMITTED OR SUBSTITUTED ON SITE FOR ANY LOCATION.
- NO LIMESTONE DUST OR #10 MIXTURE SHALL BE PERMITTED OR SUBSTITUTED ON SITE FOR ANY LOCATION.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE SIEVE ANALYSIS AND TESTING PAD PRIOR TO INSTALLATION OF MATERIALS. ANY MATERIAL NOT PASSING TEST PAD SHALL BE REMOVED IN FULL. ARCHITECT RESERVES THE RIGHT TO TEST ANY AND ALL OF MATERIALS ON SITE. IT IS THE CONTRACTORS RESPONSIBILITY TO ASSURE EACH TRUCK LOAD OF STONE MATERIAL IS EQUAL TO THE MATERIAL USED IN SIEVE ANALYSIS.
- ANY STONE NOT PROVIDING FREE FLOWING DRAINAGE SHALL BE REPLACED AT THE CONTRACTOR EXPENSE. NO CHANGE ORDER SHALL BE PROVIDED FOR REPLACEMENT OF POORLY DRAINING STONE.

STABILIZATION PREP NOTES

- CONTRACTOR MUST TAKE UNSUITABLE MATERIAL TO A WV DEP (DEPARTMENT OF ENVIRONMENTAL PROTECTION) APPROVED DUMPSITE AND FOLLOW ALL REQUIREMENTS OF THE WV DEP FOR DISPOSAL. CONTRACTOR IS RESPONSIBLE FOR ALL DISPOSAL PERMITS AND DEP APPROVED LOCATIONS. NO DISPOSAL LOCATIONS SHALL BE PROVIDED BY OWNER/ARCHITECT /ENGINEER.
- CONTRACTORS MUST CONTACT MISS UTILITY FOR FIELD AND DESIGN UTILITY LOCATION. CONTRACTOR SHALL REQUEST DESIGN UTILITY LOCATION REQUEST IN ADDITION TO FIELD LOCATION. PROOF OF BOTH SHALL BE PROVIDED TO OWNER, THROUGH THE ARCHITECT AND ENGINEER. CONTRACTOR SHALL VERIFY DESIGN LOCATION PLANS WITH LOCATIONS SHOWN IN FIELD.

GRADING NOTES

- COORDINATE WITH OWNERS, AND TESTING AND INSPECTION FIRM, FAILURE IN COMPACTION TESTING AND INSPECTION SHALL REQUIRE CONTRACTOR TO REMOVE LIFT, DRY FORM, AND RECOMPACT.
- FILL SOILS SHALL BE COMPACTED TO A 95% MODIFIED PROCTOR WITH DRY DENSITY RATINGS PER SPECIFICATIONS.
- CONTRACTOR IS RESPONSIBLE FOR ALL STAKE OUT. STAKE OUT SHOP DRAWING SHALL BE PROVIDED TO OWNER AND OWNER REPRESENTATIVES PRIOR TO INSTALLATION OF ANY HARD SURFACE, FENCE POST AND WALLS.
- PROVIDE RECORD SURVEY DOCUMENTS AS SPECIFIED.
- TOPSOIL MUST BE RAKED AND ROCK HOUNDED TO REMOVE ALL ROCKS GREATER THAN 1 INCH. ALL VISIBLE GRAVEL OR STONES SHALL BE REMOVED. ALL TOP SOIL AREAS MUST BE RAKED SMOOTH WITH A CONSTANT AND EVEN SURFACE FREE OF ANY POCKETS OR MOUNDS.
- CONTRACTOR SHALL PROVIDE RECORD DOCUMENTS OF FINAL SITE IN "RED LINE" FORMAT AND COMPLETED AUTOCAD FORMAT TO PROVIDE TO OWNER THROUGH ARCHITECT AND ENGINEER.
- CONTRACTOR IS RESPONSIBLE FOR BALANCE OF EARTHWORK ON SITE EXCESS TOPSOIL MAY BE STOCKPILED AT LOCATION DETERMINED BY OWNER. TOPSOIL MUST BE SEEDDED AND STABILIZED PER WV DEP REQUIREMENTS.
- CONTRACTOR IS RESPONSIBLE FOR CONDUCTING SOIL TEST OF TOPSOIL WITH A WEST VIRGINIA LABORATORY OR EQUAL FOR PROVISION OF RESULTS TO THE SEEDING MANUFACTURER / PROVIDED FOR CORRECT FERTILIZER REQUIREMENTS FOR SITE.
- EXCESS SOIL SHALL BE TAKEN TO WEST LIBERTY UNIVERSITY SPOILS SITE.

REVISIONS

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TITLE

NOTES AND LEGENDS

PROJECT

WEST LIBERTY ATHLETIC COMPLEX

208 UNIVERSITY DRIVE, BOX 109

WEST LIBERTY, WV 26074

McKINLEY & ASSOCIATES

ARCHITECTS / ENGINEERS / INTERIOR DESIGN

CHARLESTON, WEST VIRGINIA 25301 • WHEELING, WEST VIRGINIA 26003 • WINSTON-SALEM, NORTH CAROLINA 27101

P (304)340-4267 F (304)340-4268 • P (304)333-0140 F (304)333-0133 • P (724)223-9822 F (724)223-9822

DATE: 4-16-18

SCALE: AS NOTED

CONTACT P. RYMER

PROJECT No.17016.01

SHEET

C001

75

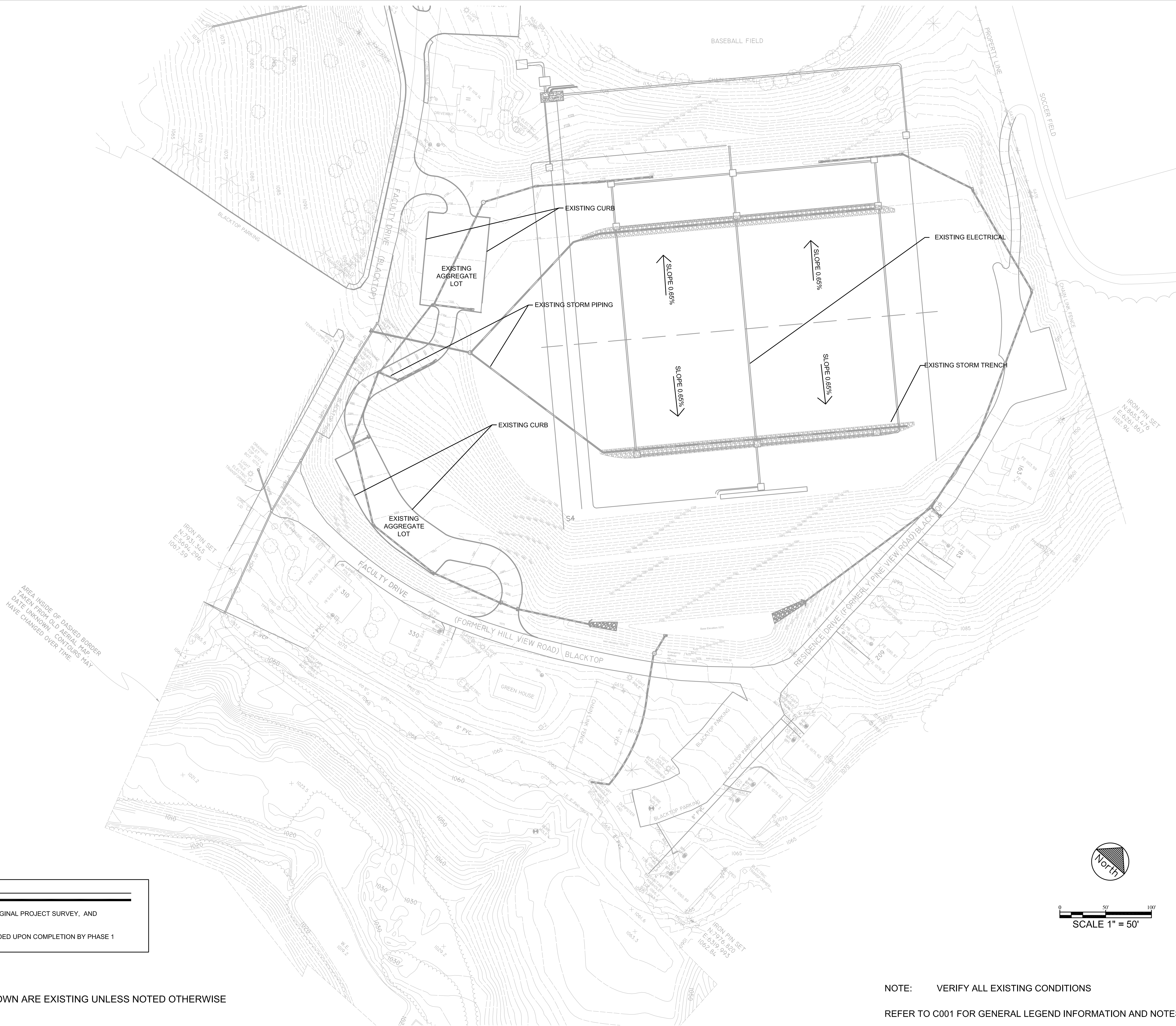
GENERAL NOTES

1. PLAN HAS BEEN TAKEN FROM OWNERS ORIGINAL PROJECT SURVEY, AND ANTICIPATED CONSTRUCTION OF PHASE 1

RECORD DOCUMENT SURVEY WILL BE PROVIDED UPON COMPLETION BY PHASE 1 CONTRACTOR.

NOTE: ALL CONDITIONS SHOWN ARE EXISTING UNLESS NOTED OTHERWISE

EXISTING CONDITIONS

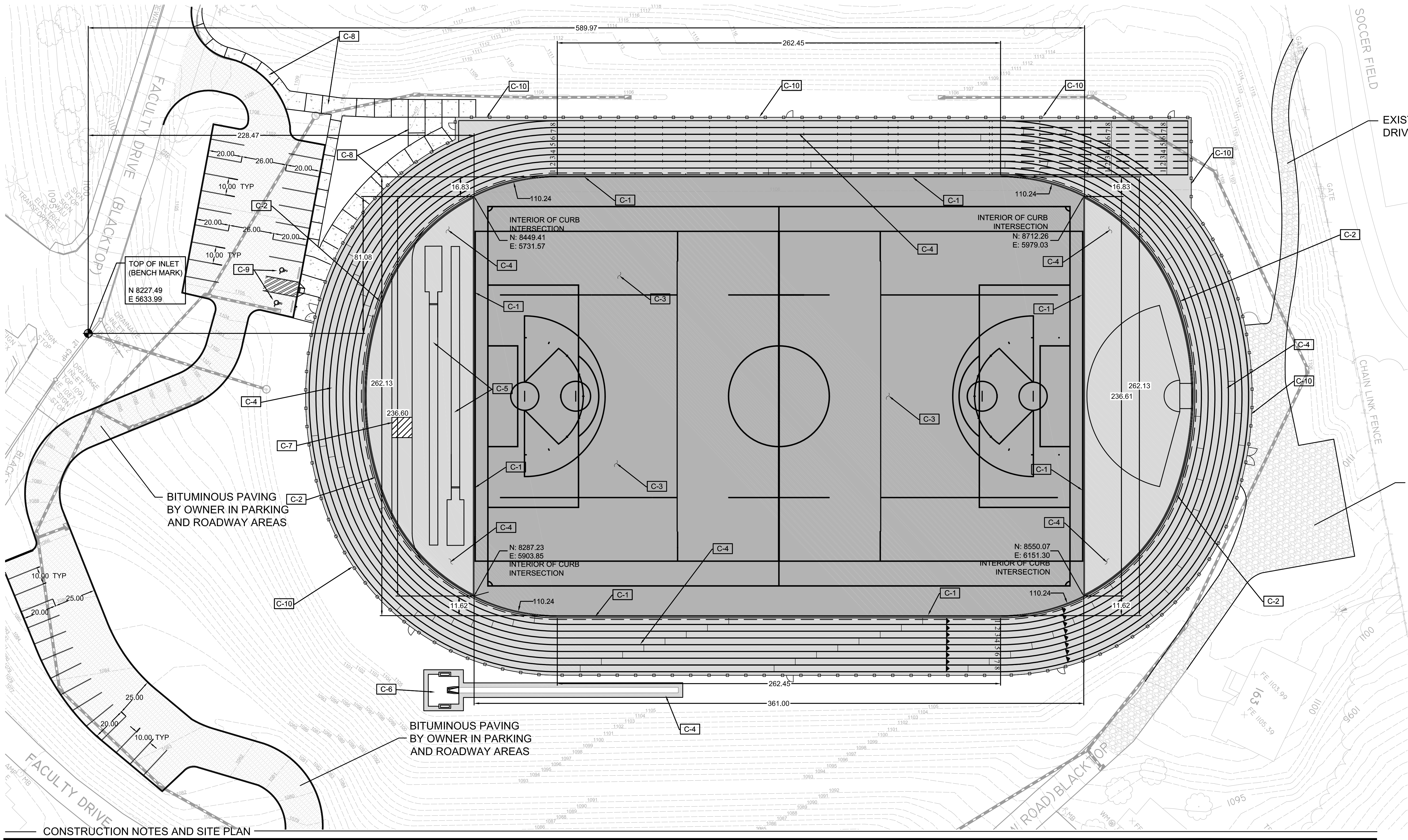


NOTE: VERIFY ALL EXISTING CONDITIONS

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

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TITLE	EXISTING CONDITIONS
PROJECT	WEST LIBERTY ATHLETIC COMPLEX 208 UNIVERSITY DRIVE, BOX 109 WEST LIBERTY, WV 26074
McKINLEY & ASSOCIATES ARCHITECTS / ENGINEERS / INTERIOR DESIGN CHARLESTON, WEST VIRGINIA 25301 • WHEELING, WEST VIRGINIA 26003 • WASHINGTON, PENNSYLVANIA 15301 P (304)340-4267 F (304)340-4269 • P (304)233-0140 F (304)233-4613 • P (724)223-8230 F (724)223-8652	
DATE 4-16-18	
SCALE: AS NOTED	
CONTACT P. Rymer	
PROJECT No.17016.01	
SHEET	E001

FILE NAME: DATE: 12-8-17 DRAWN BY: J.T.S.A. DESIGNED BY: JIM SAUER JOB NO. 17012 PLOTTED



CONSTRUCTION NOTES AND SITE PLAN

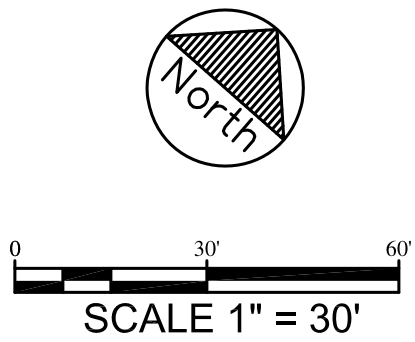
CONSTRUCTION NOTES

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REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

NOTE:

NORTH AND EASTING COORDINATE SYSTEM TO INTERIOR OF CURB



REVISIONS	BY

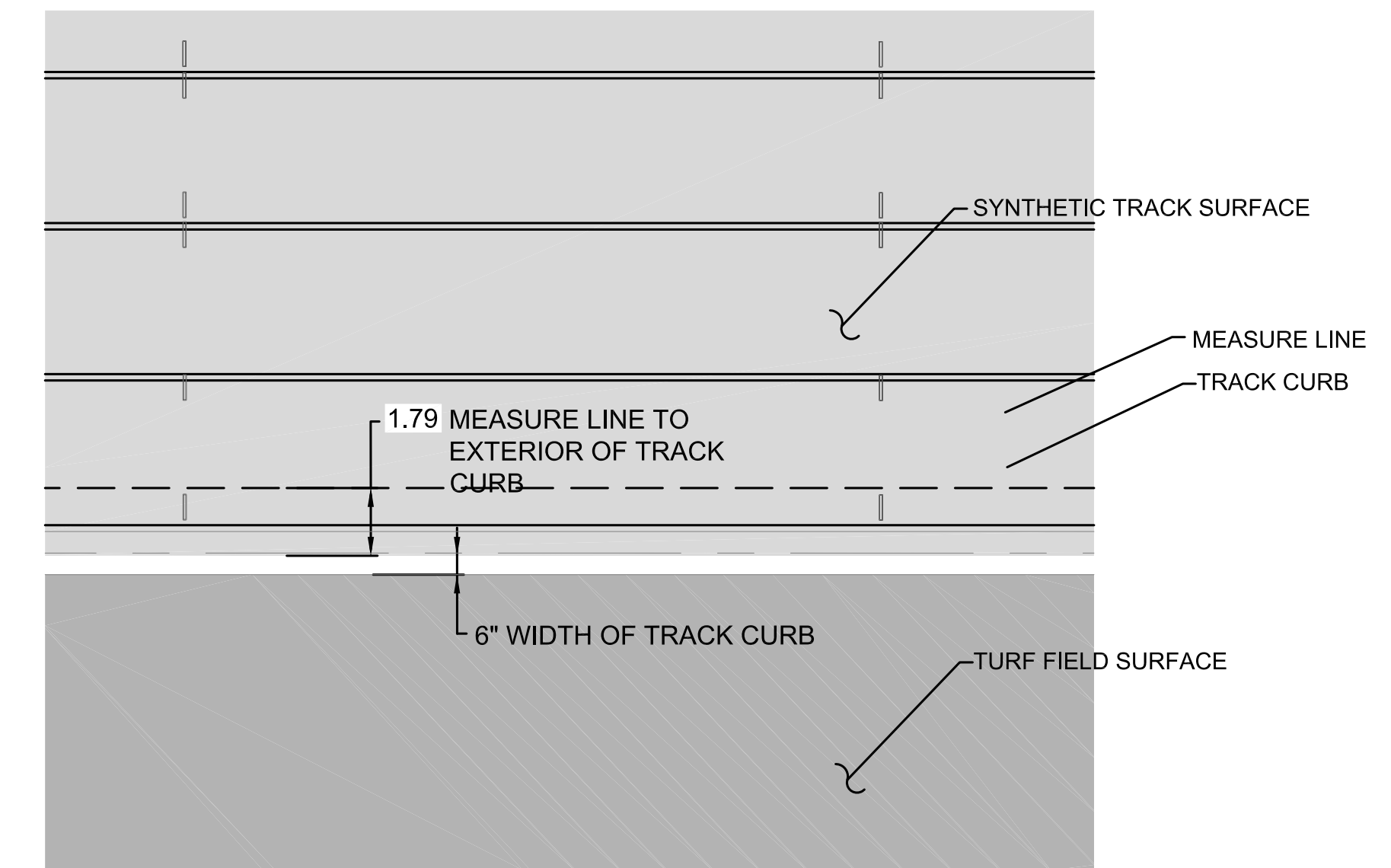
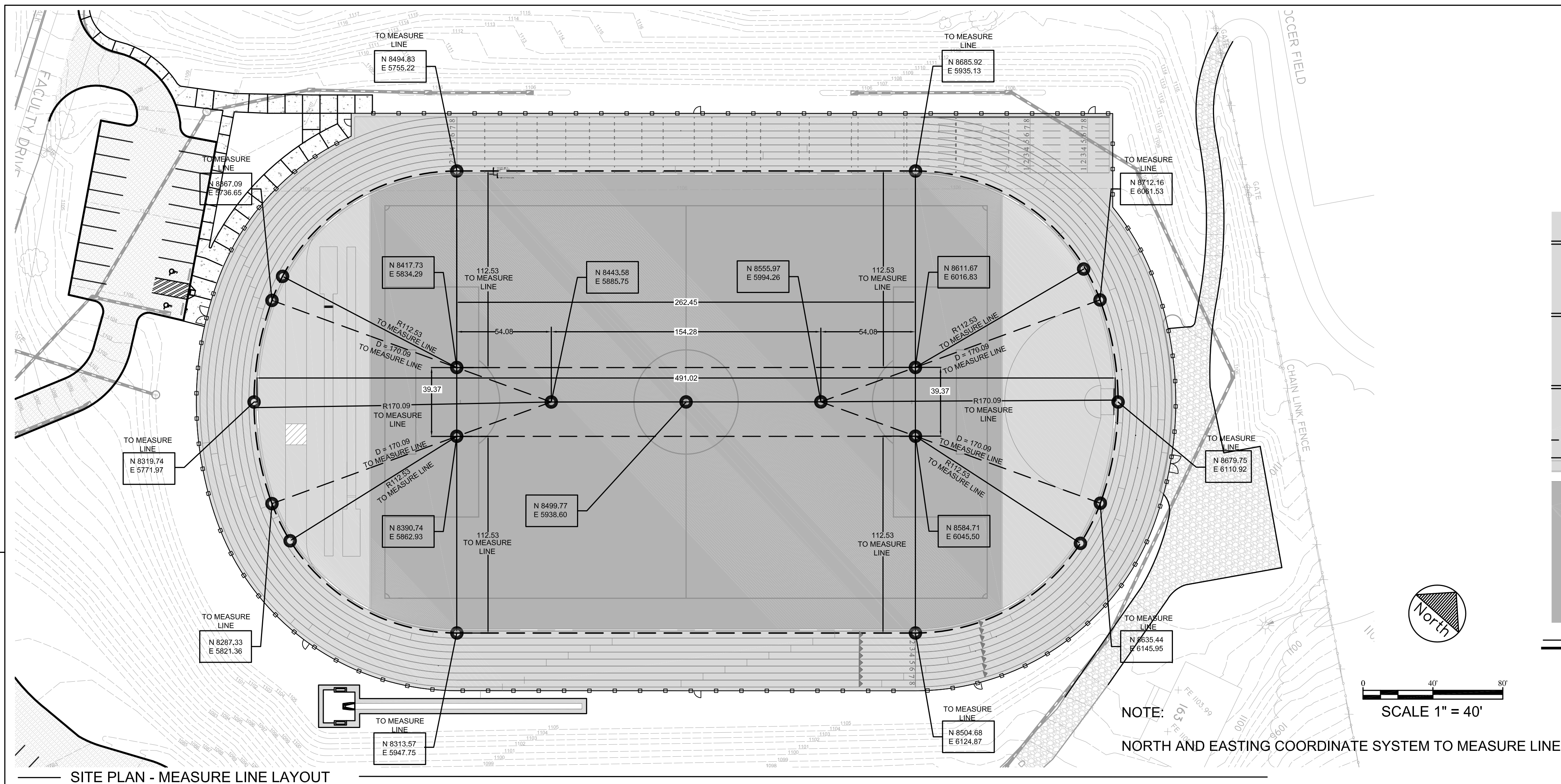
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CONSTRUCTION NOTES AND SITE PLAN
PROJECT
WEST LIBERTY ATHLETIC COMPLEX
208 UNIVERSITY DRIVE, BOX 109
WEST LIBERTY, WV 26074

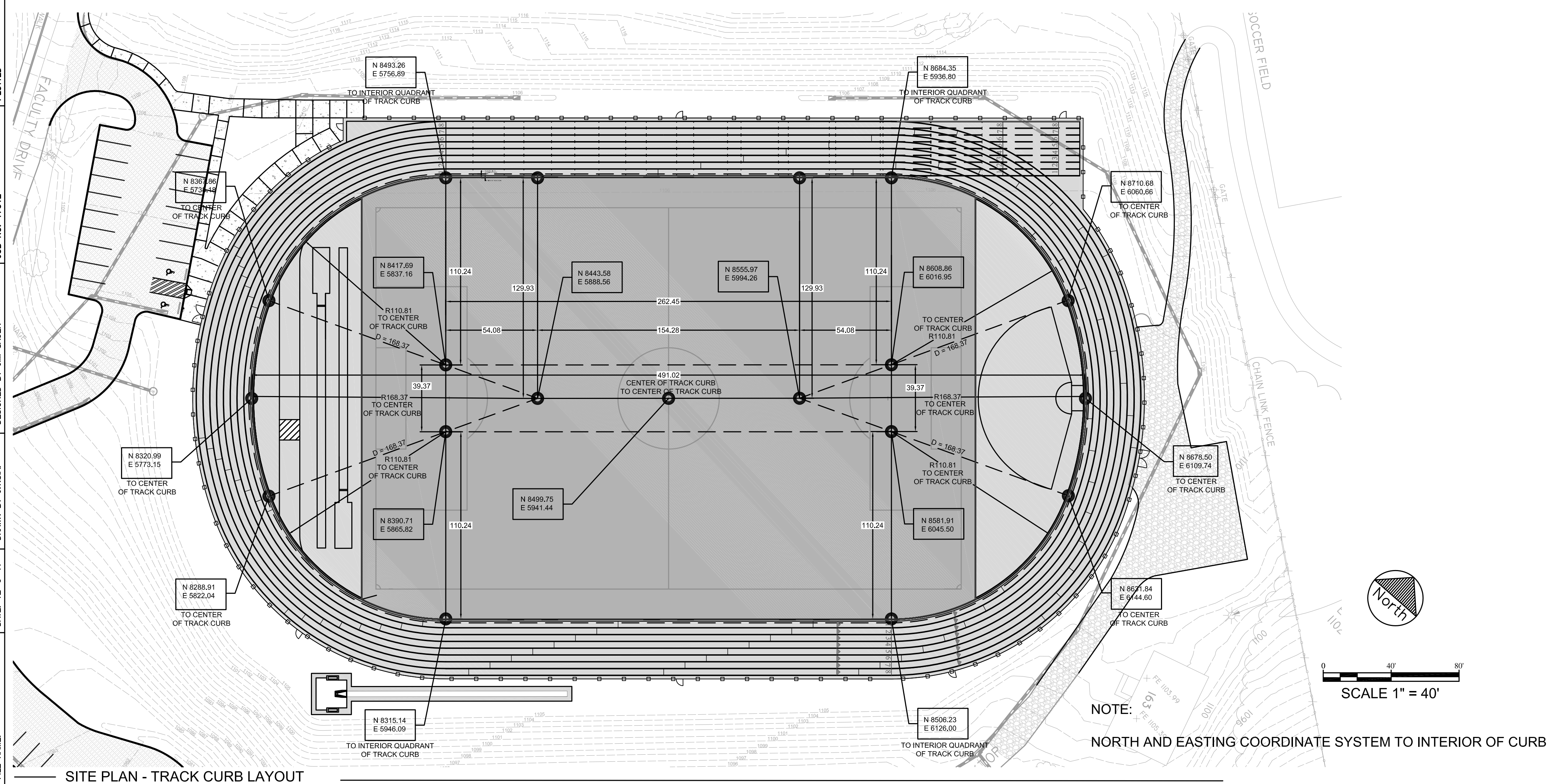
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ARCHITECTS / ENGINEERS / INTERIOR DESIGN
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P (304)340-4267 F (304)340-4269 • P (304)233-0140 F (304)233-8250 • P (724)223-8252

DATE 4-16-18
SCALE: AS NOTED
CONTACT P. RYMER
PROJECT No.17016.01





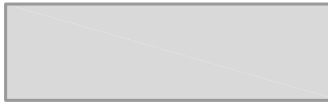

SHEET
S001
78



SEE C002 FOR ADDITIONAL BID ITEM WORK SCOPE
DELINEATIONS



-
- TRACK NOTES:**
1. TRACK CONTRACTOR SHALL FURNISH APPROVED SHOP DRAWINGS OF LAYOUT OF MEASURE LINE AND CURB TO CURB INSTALLER PRIOR TO ANY CONSTRUCTION OF CURB BEGINS.
 2. LAYOUT SHOWN ABOVE IS FOR REFERENCE. CONTRACTOR SHALL SUBMIT STRIPING SHOP DRAWING PRIOR TO INSTALLATION FOR APPROVAL.
 3. TRACK LAYOUT MUST MEET NCAA AND U.S. TRACK & FIELD STANDARDS.
 4. TRACK INSTALLER MUST BE A MEMBER OF THE US TRACK & TENNIS BUILDERS ASSOCIATION, UNLESS APPROVED OTHERWISE.
 5. MEASURE LINE IS AN INVISIBLE LINE OF MEASUREMENT. THIS IS NOT LANE ONE.

	EXISTING	PROPOSED
CONTOUR		
SPOT ELEVATION	+729.50	+ 727.50
CURB WITH DRAIN		
INLET (EXISTING)		
TRACK SURFACE		
TURF SURFACE		

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

REVISIONS	BY

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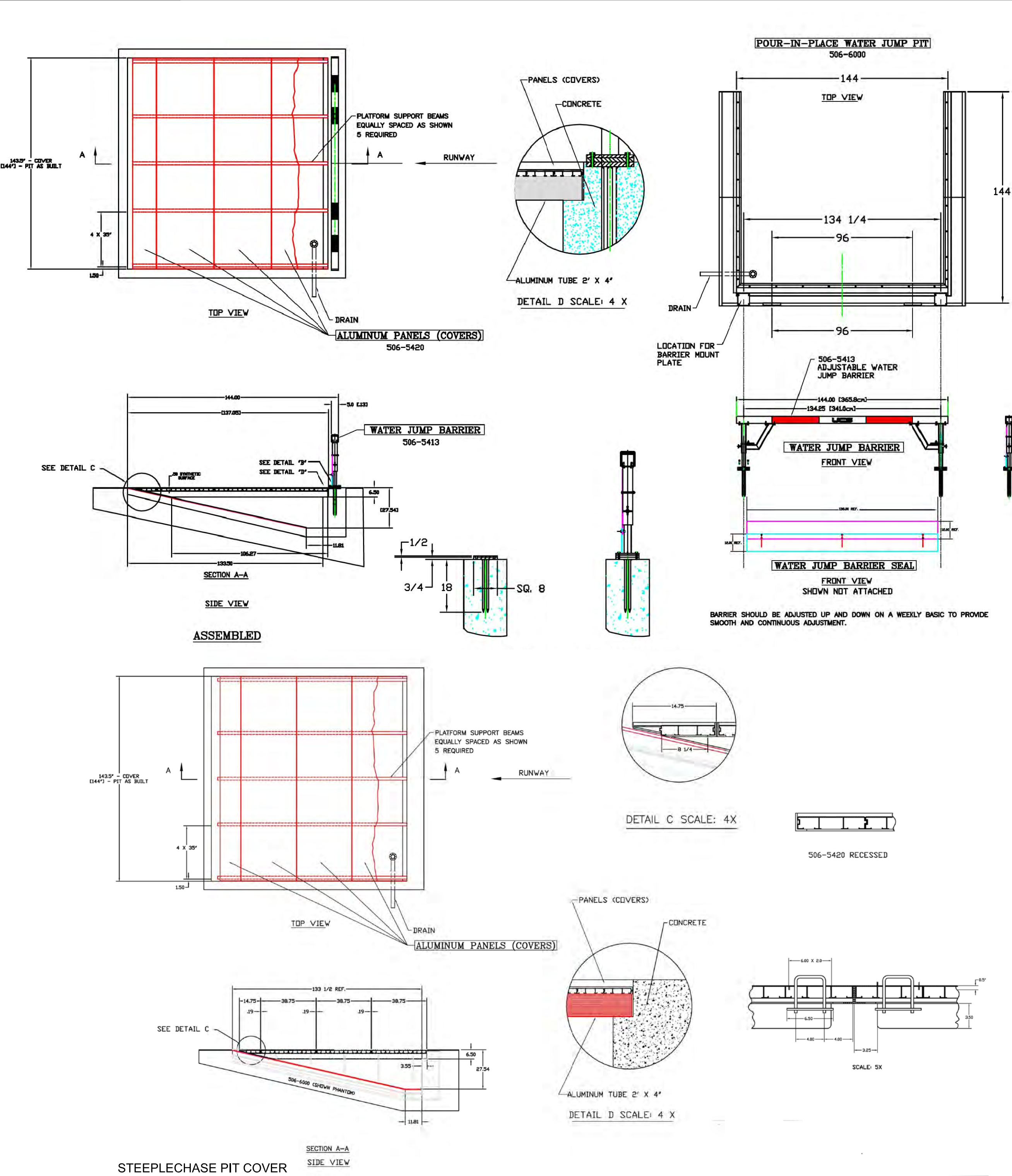
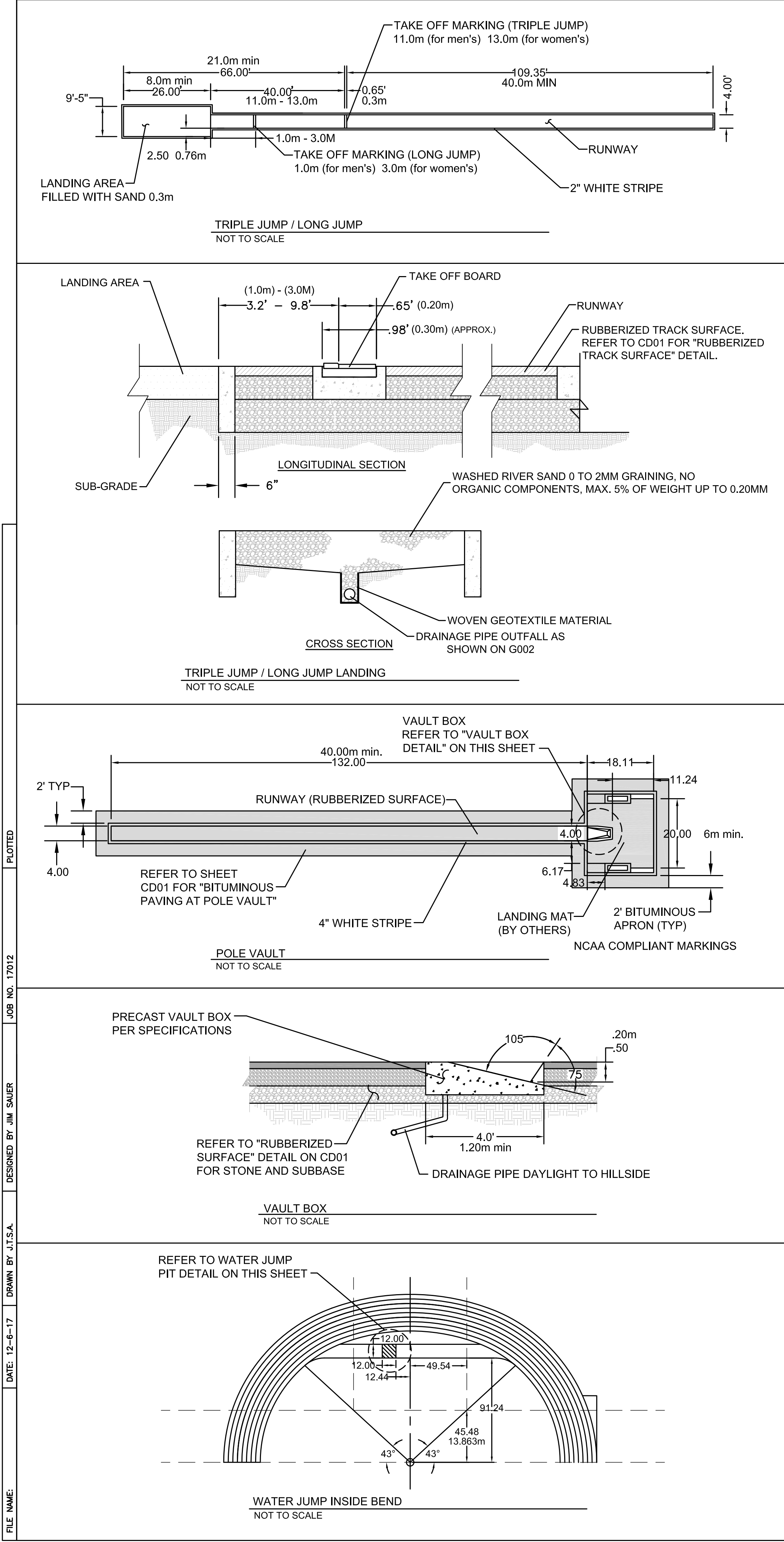
PROJECT
WEST LIBERTY ATHLETIC COMPLEX
208 UNIVERSITY DRIVE, BOX 109
WEST LIBERTY, WV 26074

McKINLEY & ASSOCIATES
ARCHITECTS / ENGINEERS / INTERIOR DESIGN

CHARLESTON, WEST VIRGINIA 25301 • WHEELING, WEST VIRGINIA 26003 WASHINGTON, PENNSYLVANIA 15301
P (304)340-4267 F (304)340-4269 • P (304)233-0140 F (304)233-4613 • P (724)223-8550 F (724)223-8552

DATE 4-16-18
SCALE: AS NOTED
CONTACT P. RYMER
PROJECT No.17016.01
SHEET

S002



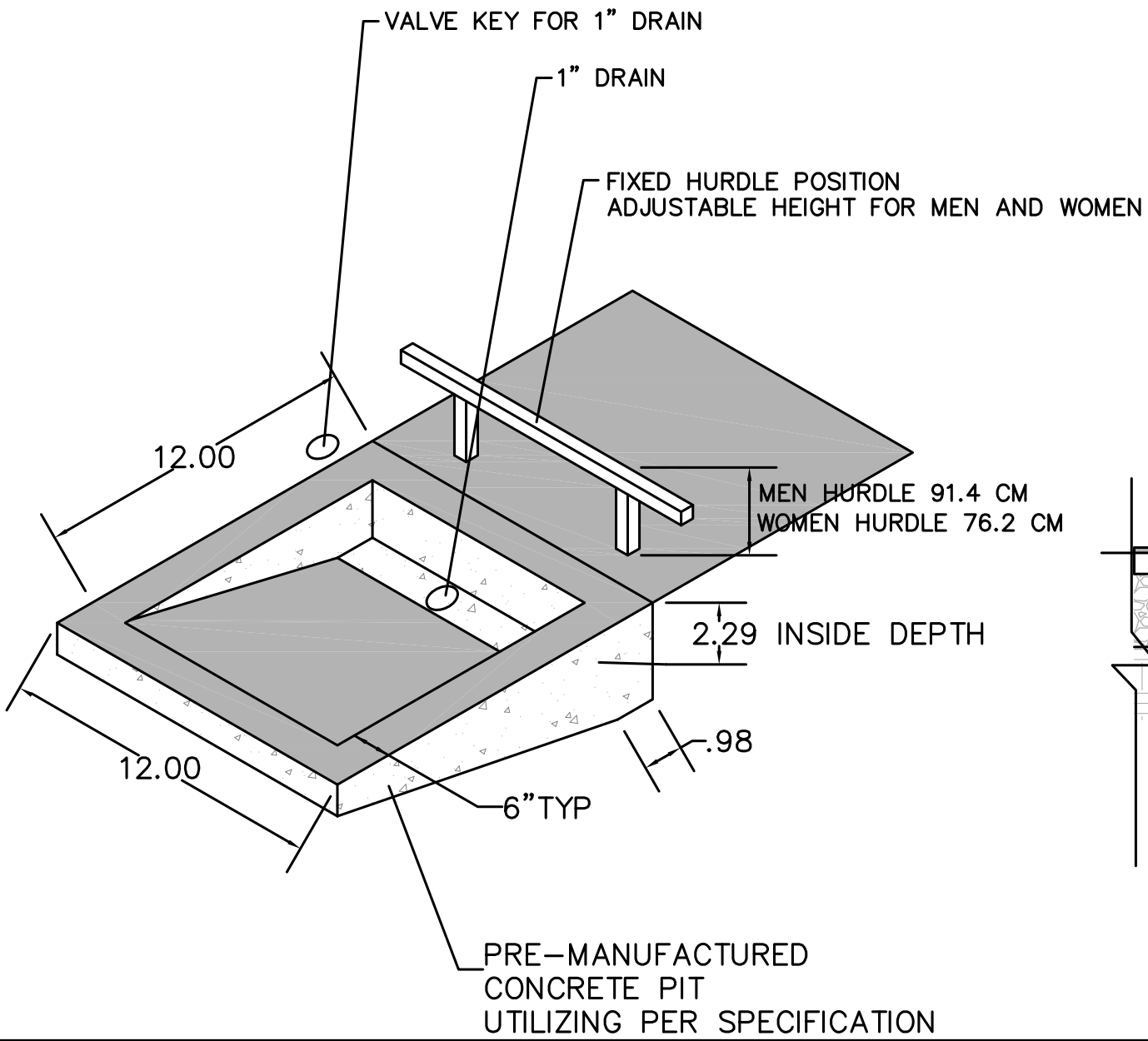
LEDGED

TRACK SURFACE

- NOTES:
- HURDLE IS FIXED
 - THE TOP BAR IS 12 FEET WIDE.
 - THE HURDLE IS NOT POSITIONED ON THE OVAL RUNNING TRACK. IT HAS OWN SEPARATE STEEPLE RUNWAY. REFER TO S003 FOR LAYOUT AND DIMENSIONS.

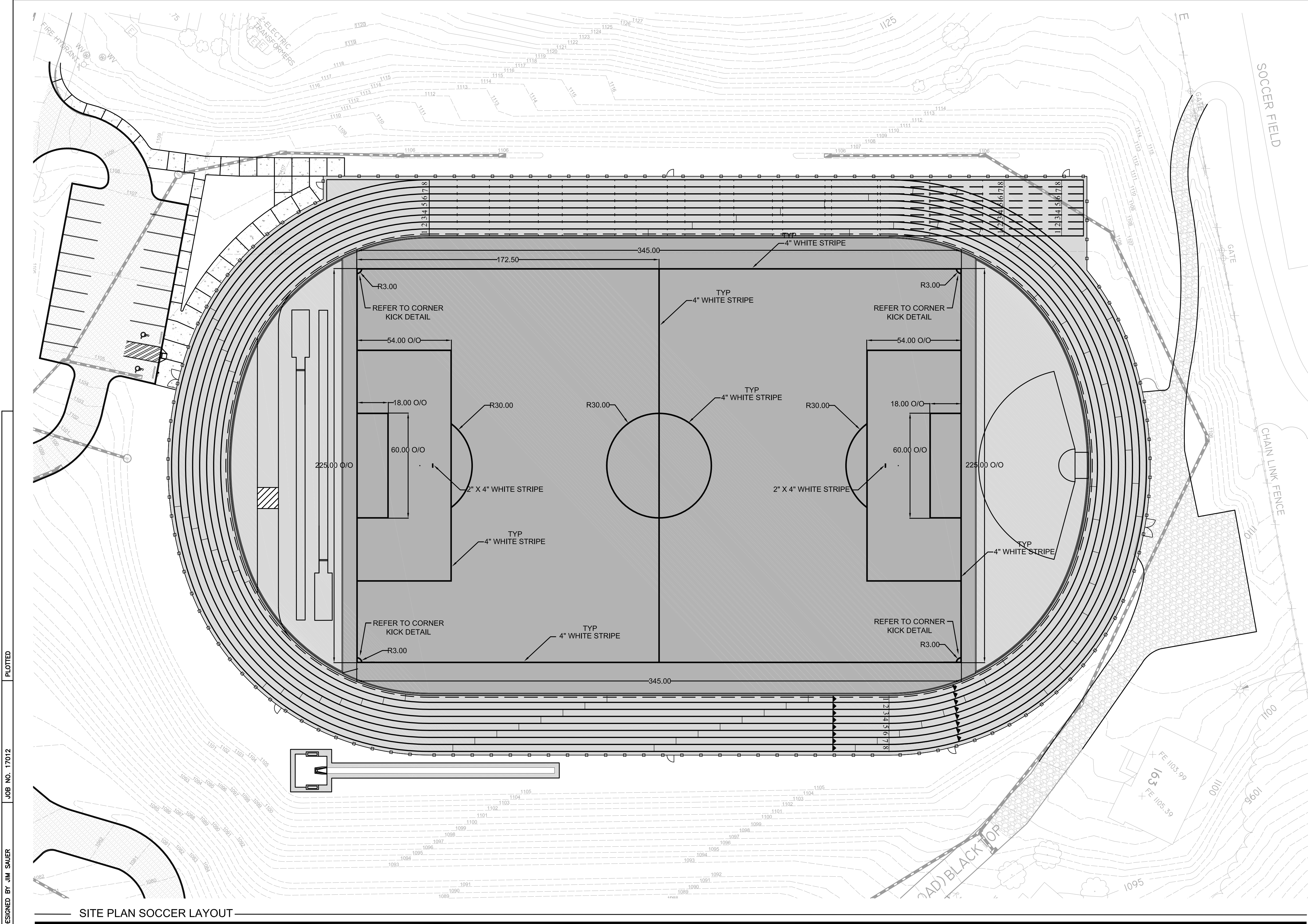
STEEPLECHASE PIT DETAIL

NOT TO SCALE

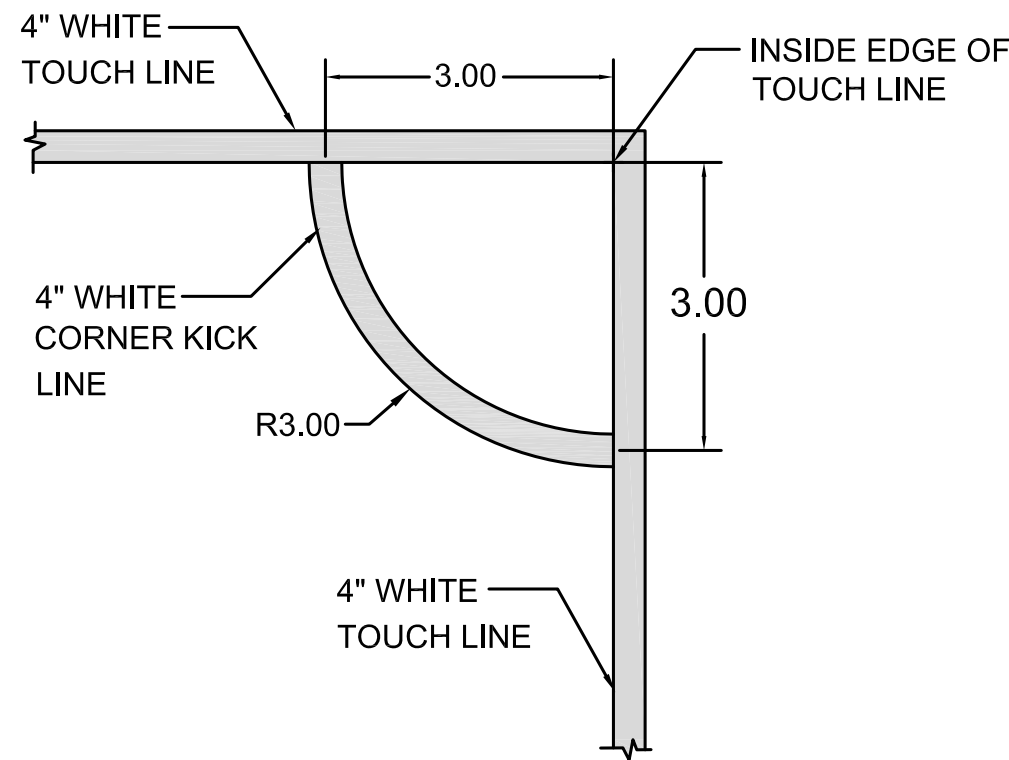


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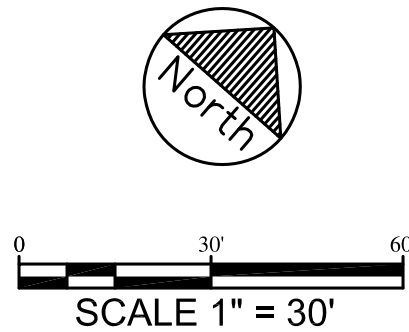
REVISIONS	BY
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PROJECT TRACK AND FIELD DETAILS WEST LIBERTY ATHLETIC COMPLEX 208 UNIVERSITY DRIVE, BOX 109 WEST LIBERTY, WV 26074	
ARCHITECTS / ENGINEERS / INTERIOR DESIGN McKINLEY & ASSOCIATES CHARLESTON, WEST VIRGINIA 25301 • WHEELING, WEST VIRGINIA 26003 • WASHINGTON, PENNSYLVANIA 15301 P (304)340-4269 • P (304)233-0140 F (304)233-4813 • P (724)223-8250 F (724)223-8252	
DATE 4-16-18 SCALE: AS NOTED CONTACT P. RYMER PROJECT No.17016.01 SHEET S004	



SITE PLAN SOCCER LAYOUT



CORNER KICK DETAIL
NOT TO SCALE



NOTE:
O/O OUTSIDE OF LINE TO OUTSIDE OF LINE

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TITLE
PROJECT
SOCcer LAYOUT AND DETAILS
WEST LIBERTY ATHLETIC COMPLEX
208 UNIVERSITY DRIVE, BOX 109
WEST LIBERTY, WV 26074

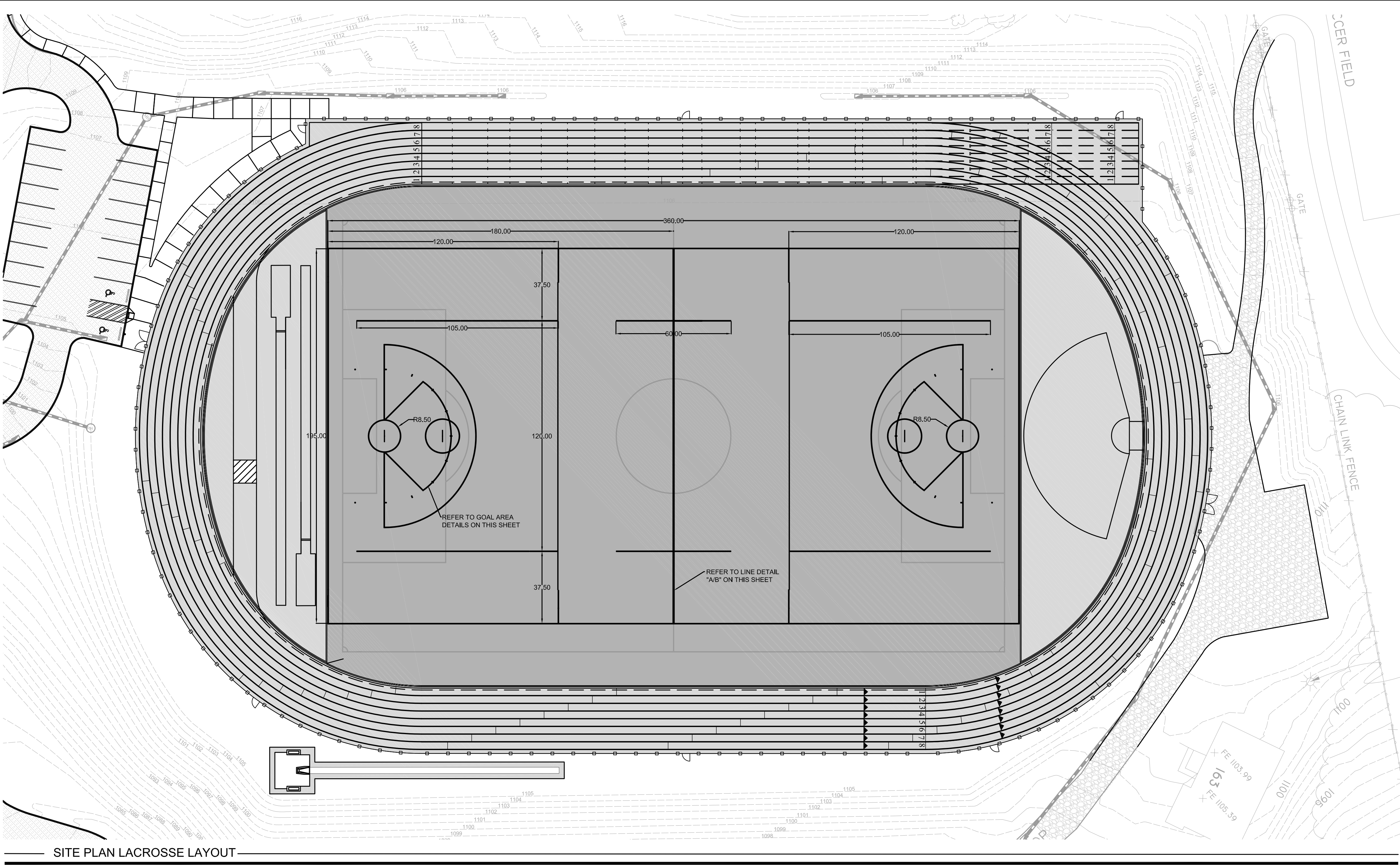
McKINLEY & ASSOCIATES
ARCHITECTS / ENGINEERS / INTERIOR DESIGN
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P (304)340-4269 • P (304)233-4140 F (304)233-4813 • P (724)223-8222

DATE 4-16-18
SCALE: AS NOTED
CONTACT P. RYMER
PROJECT No.17016.01

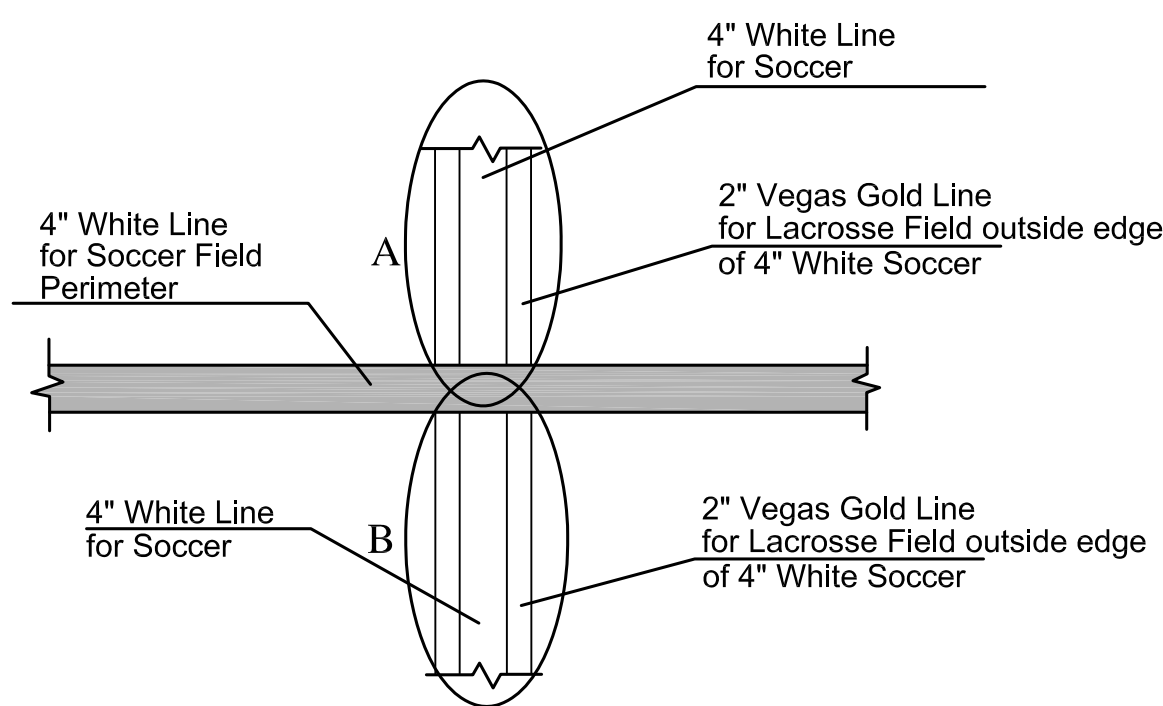
SHEET
S005

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

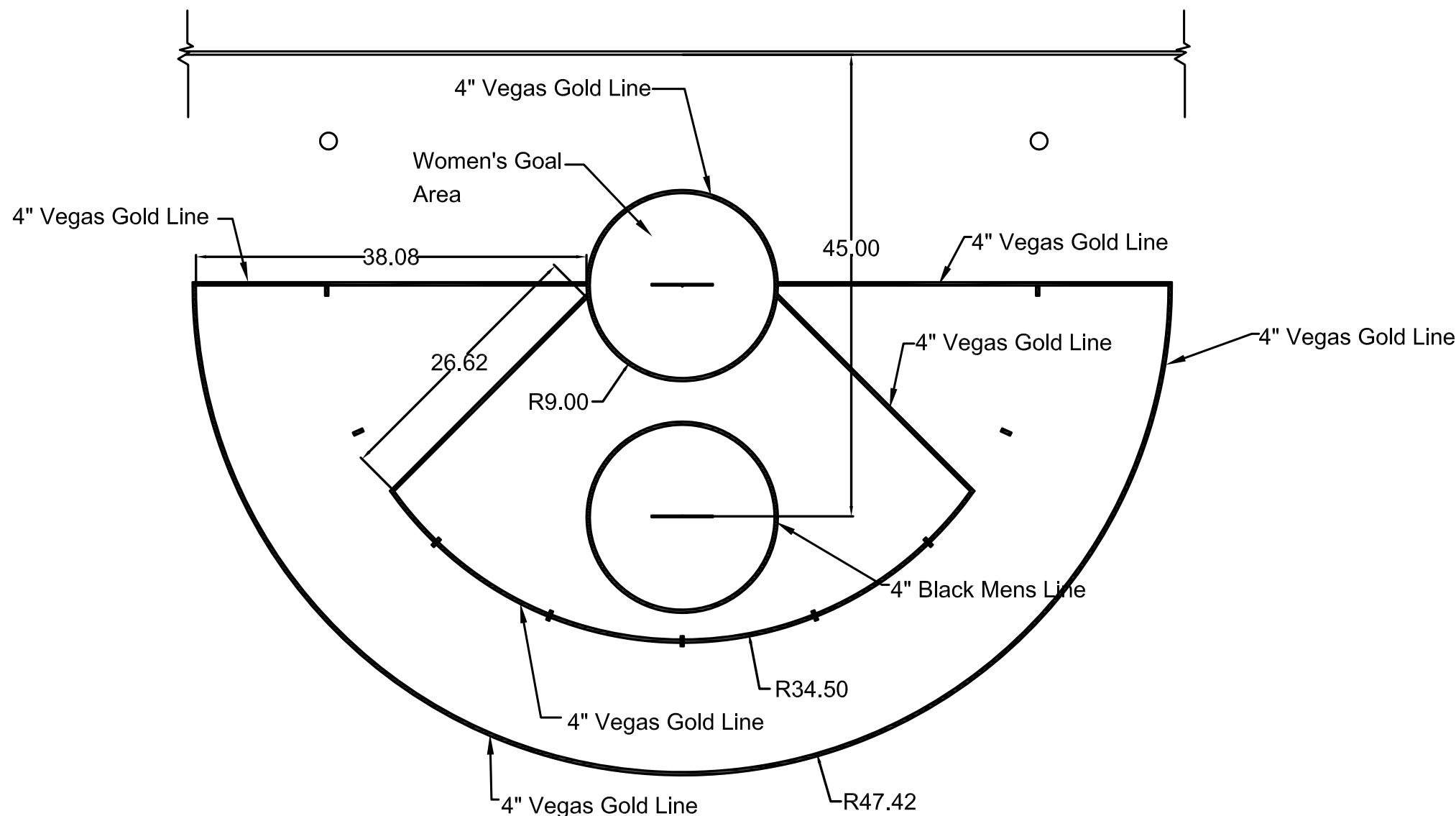
FILE NAME: DATE: 12-8-17 DRAWN BY: J.T.S.A. DESIGNED BY: JIM SAUER JOB NO. 17012 PLOTTED



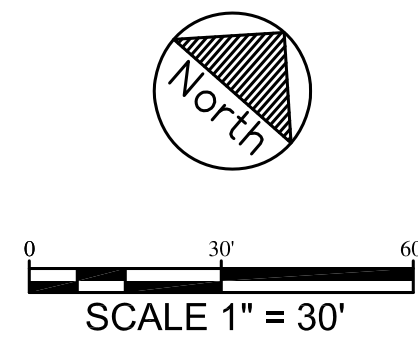
SITE PLAN LACROSSE LAYOUT



LINE DETAIL (A/B)
Not to Scale



GOAL AREA DETAIL
Not to Scale



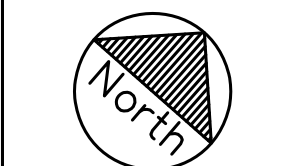
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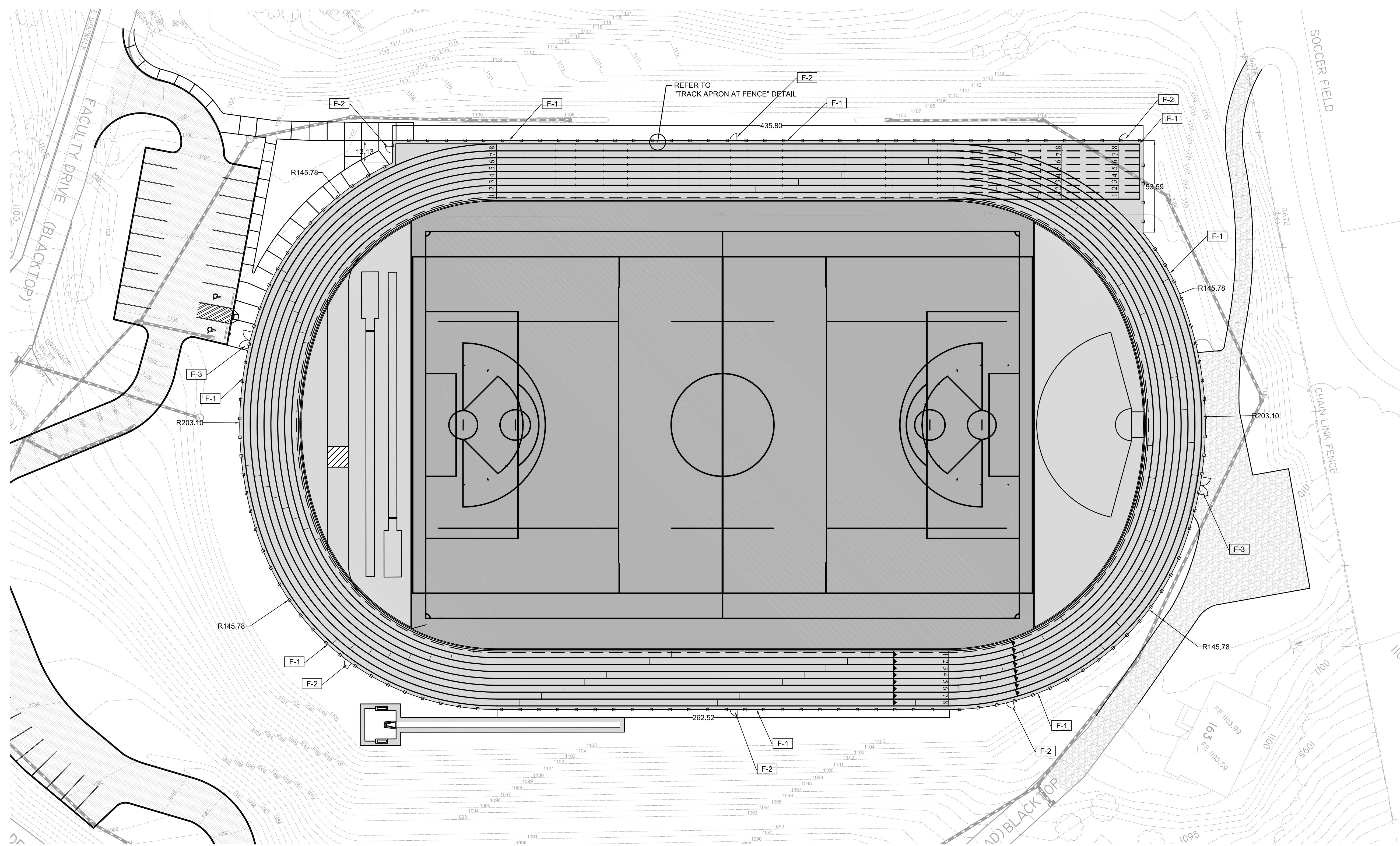
TITLE LACROSSE LAYOUT AND DETAILS
PROJECT WEST LIBERTY ATHLETIC COMPLEX
208 UNIVERSITY DRIVE, BOX 109
WEST LIBERTY, WV 26074

McKINLEY & ASSOCIATES
ARCHITECTS / ENGINEERS / INTERIOR DESIGN
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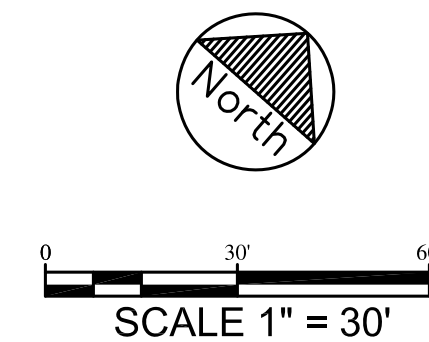
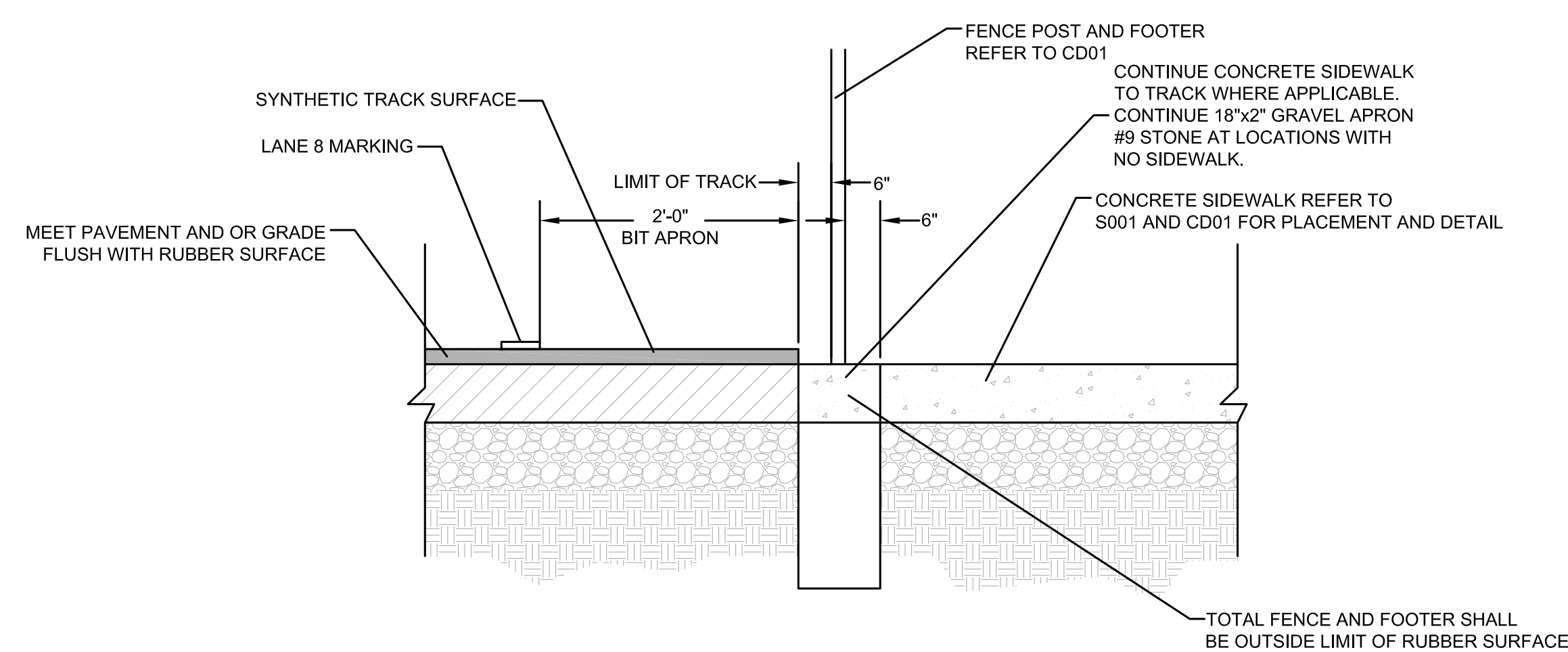
DATE: 4-16-18
SCALE: AS NOTED
CONTACT: P. RYMER
PROJECT No. 17016.01

SHEET
S006



- FENCE NOTES

- | | |
|-----|--|
| F-1 | PROVIDE 4" BLACK VINYL CHAIN LINK FENCE. REFER TO CD02 FOR "4" BLACK VINYL CHAIN LINK FENCE" DETAIL. |
| F-2 | PROVIDE 4" BLACK VINYL CHAIN LINK 4' WIDE SINGLE GATE. REFER TO CD02 FOR "4" BLACK VINYL CHAIN LINK 4' WIDE SINGLE GATE" DETAIL. |
| F-3 | PROVIDE 4" BLACK VINYL CHAIN LINK 10' WIDE DOUBLE GATE. REFER TO CD02 FOR "4" BLACK VINYL CHAIN LINK 10' WIDE DOUBLE GATE" DETAIL. |



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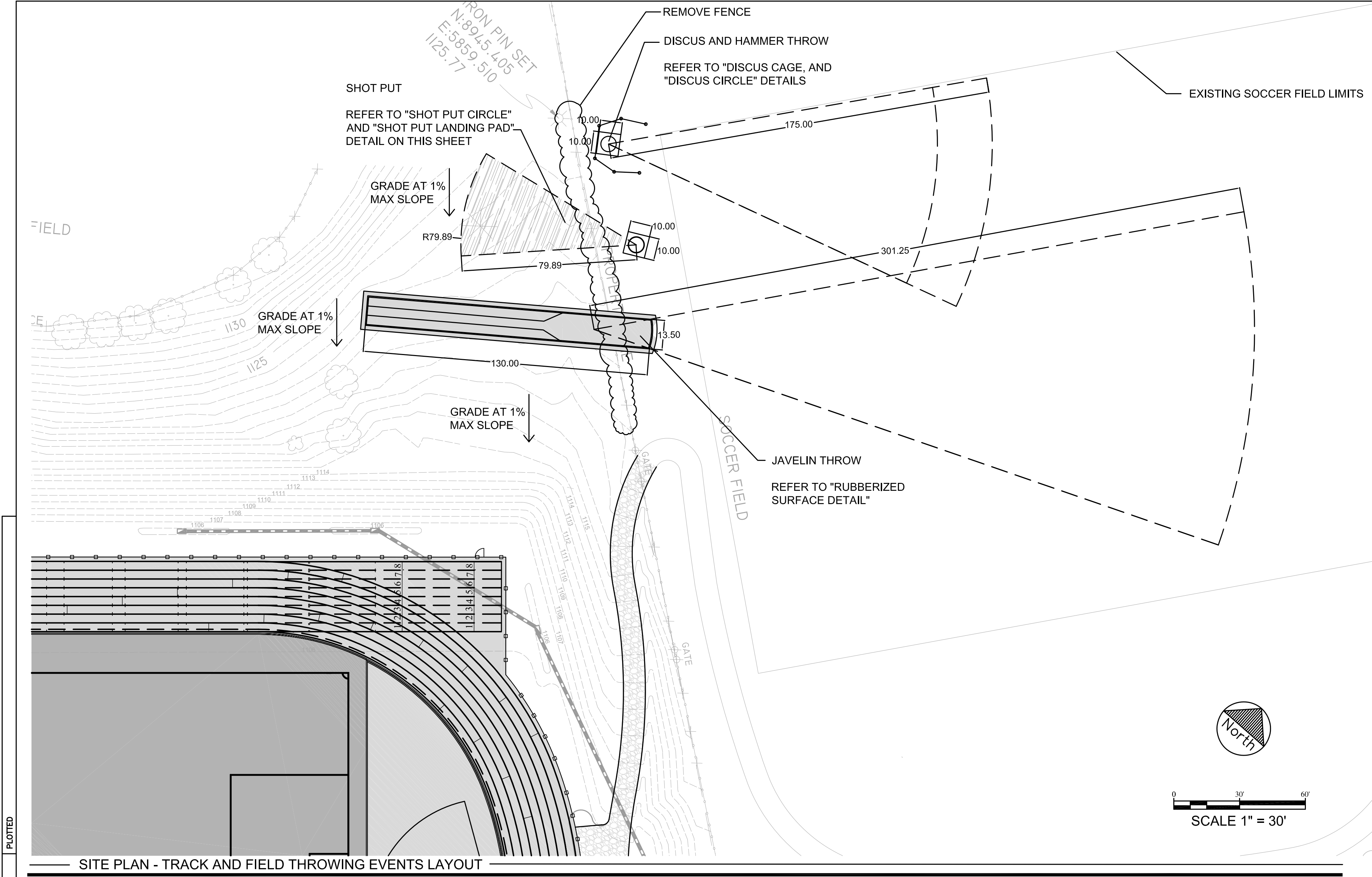
TITLE	FENCE LAYOUT
PROJECT	WEST LIBERTY ATHLETIC COMPLEX 208 UNIVERSITY DRIVE, BOX 109 WEST LIBERTY, WV 26074

■■■■ McKINLEY & ASSOCIATES
ARCHITECTS / ENGINEERS / INTERIOR DESIGN

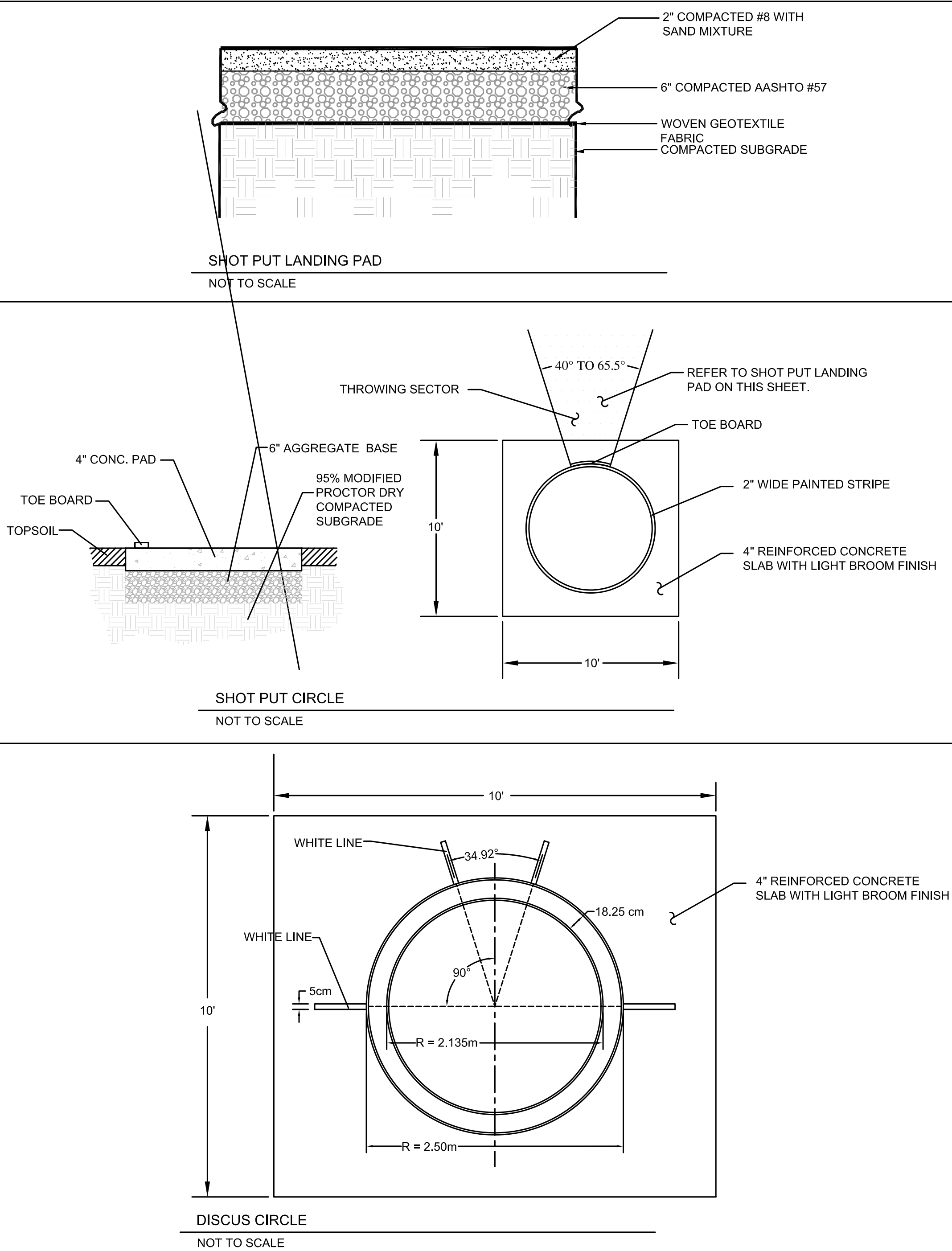
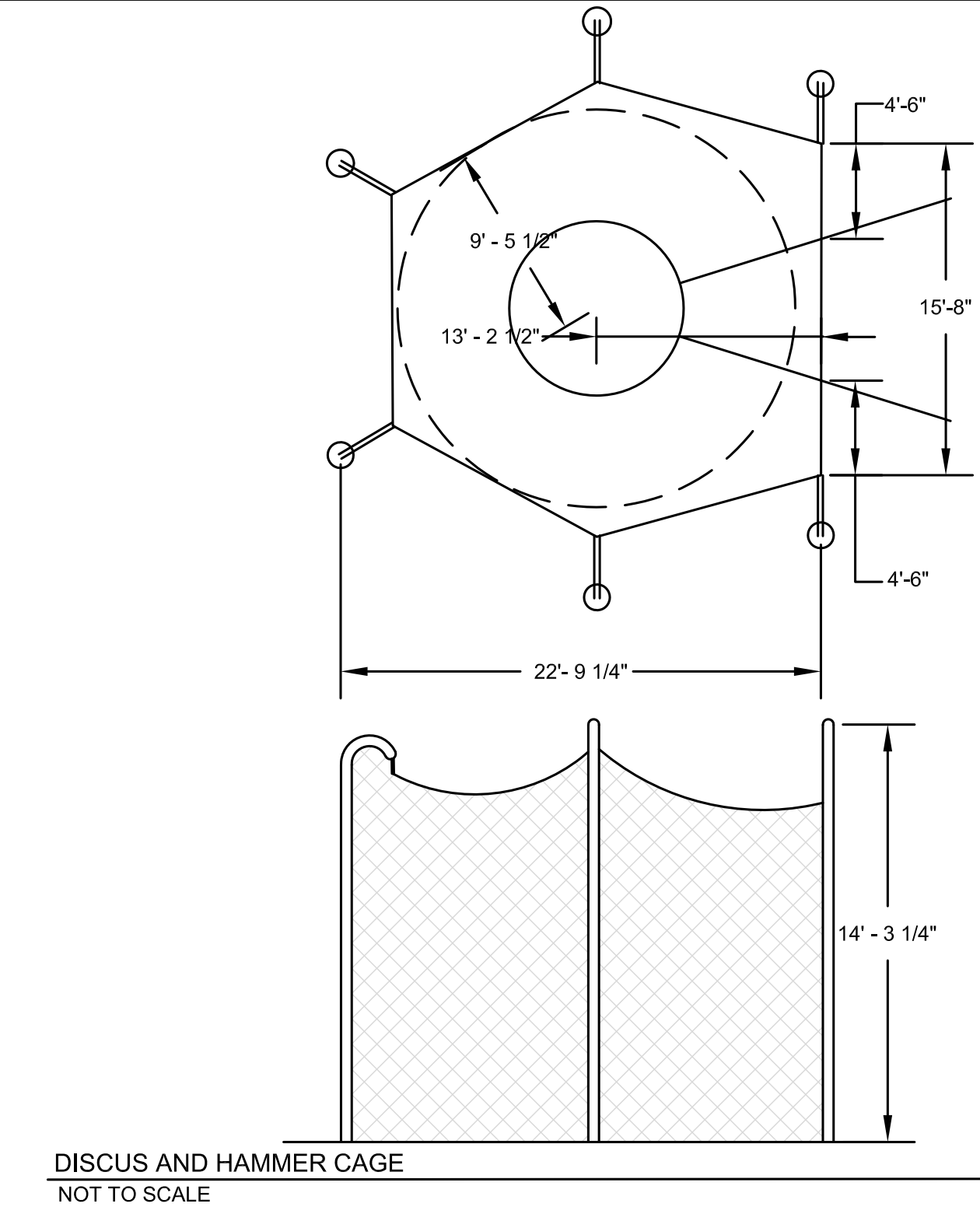
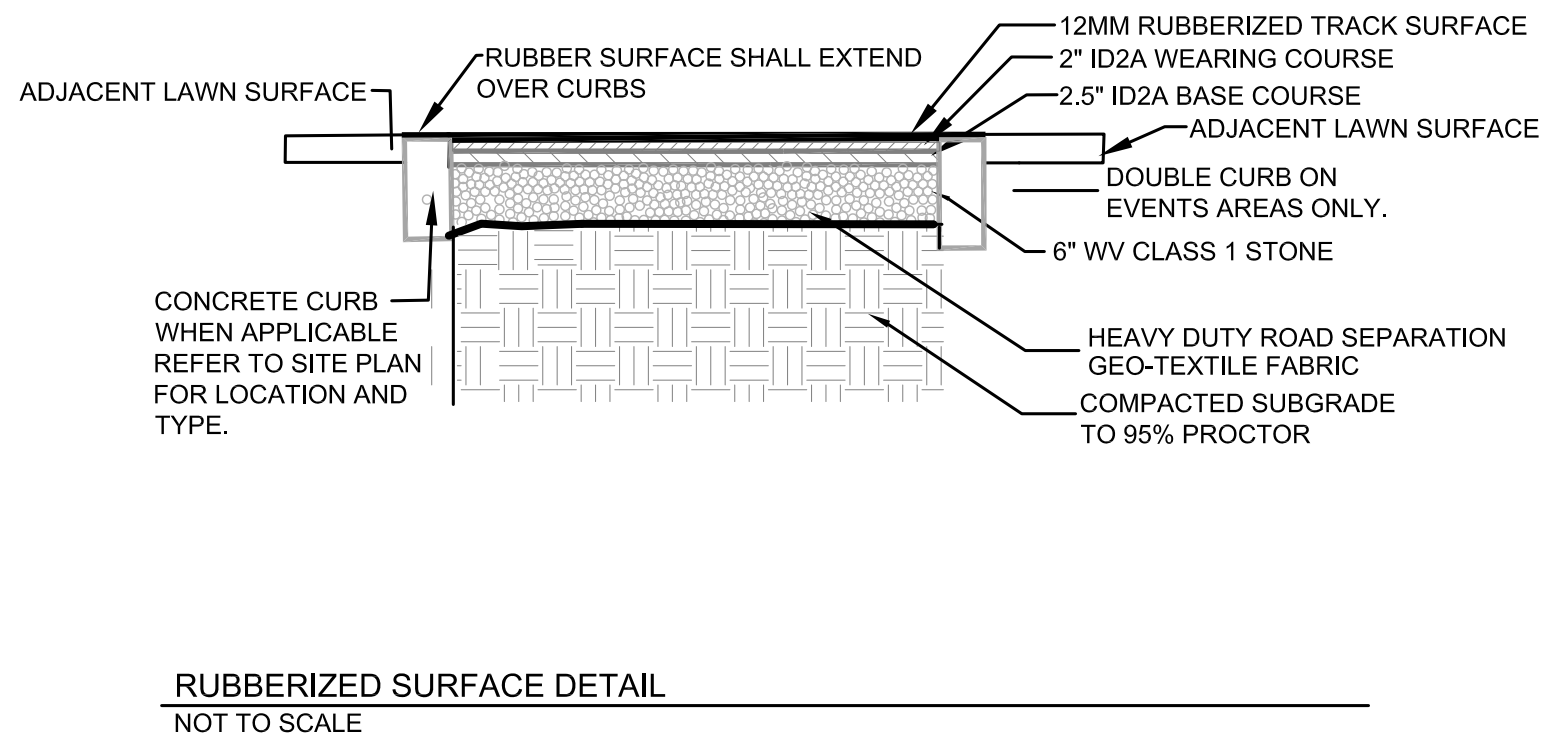
CHARLESTON, WEST VIRGINIA 25301 • WHEELING, WEST VIRGINIA 26003 • WASHINGTON, PENNSYLVANIA 15301
(304)346-2677 F (304)346-4269 P (304)233-0140 F (304)233-4613 P (724)223-8550 F (724)223-8652

DATE 4-16-18
SCALE: AS NOTED
CONTACT P. RYMER
PROJECT No.17016.01

S007

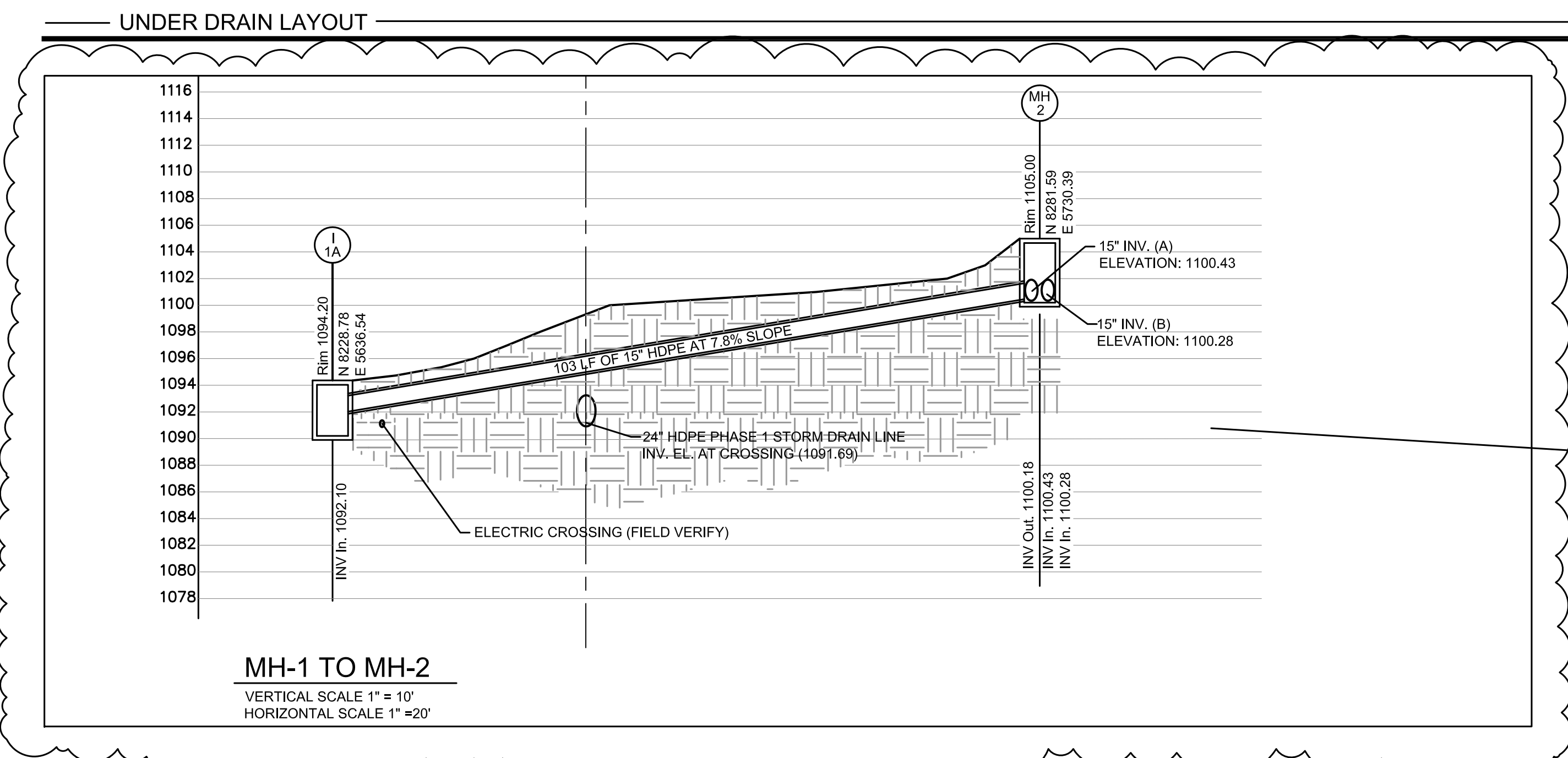
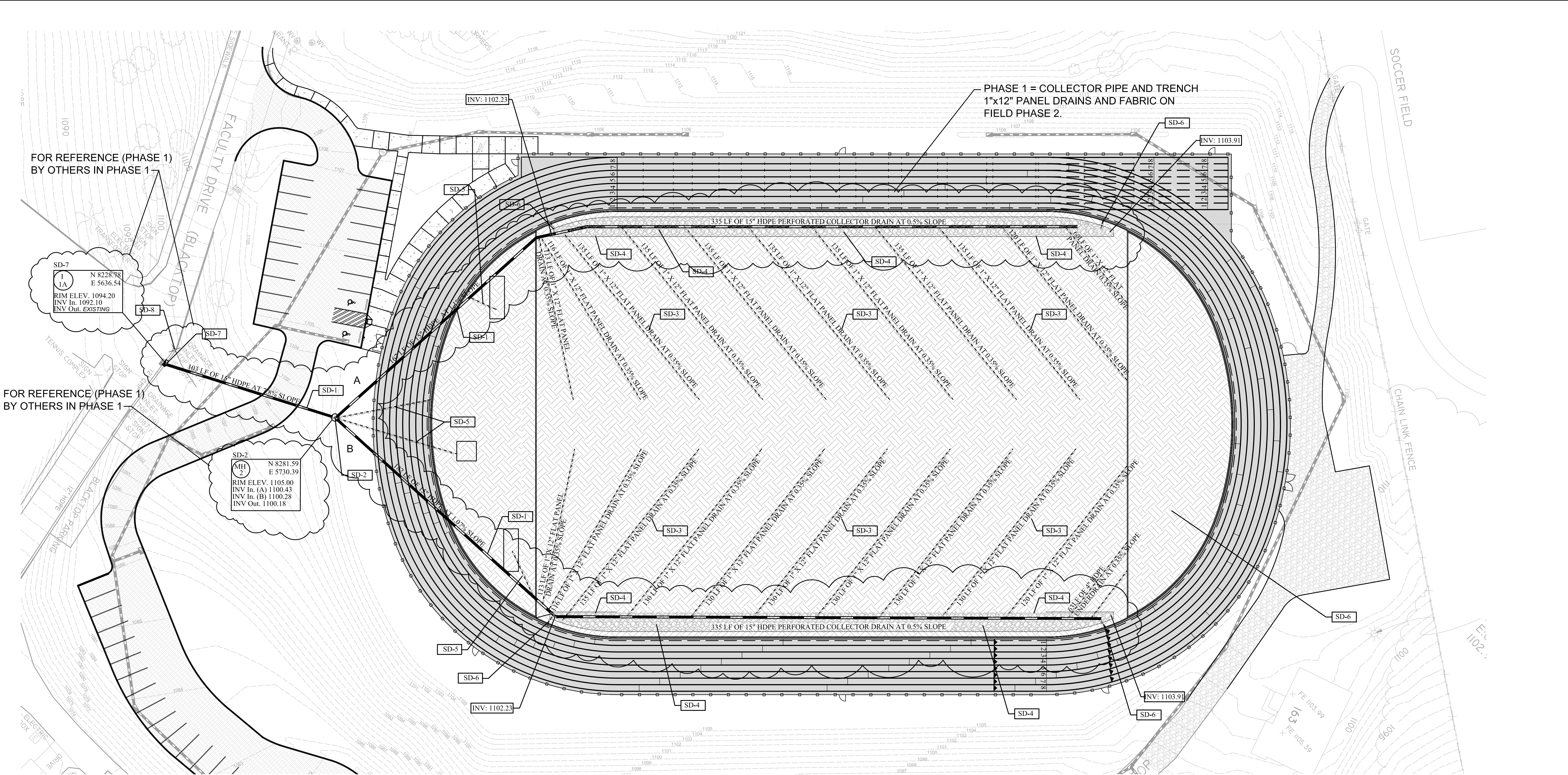


- NOTE:
1. STAKE OUT LAYOUT AND CONFIRM LOCATIONS OF THROWING EVENTS WITH ARCHITECT, ENGINEER AND OWNER PRIOR TO INSTALLATION.
 2. RESEED ALL DISTURBED AREAS.



REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

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TITLE TRACK AND FIELD THROWING EVENTS LAYOUT	
PROJECT WEST LIBERTY ATHLETIC COMPLEX 208 UNIVERSITY DRIVE, BOX 109 WEST LIBERTY, WV 26074	
McKINLEY & ASSOCIATES ARCHITECTS / ENGINEERS / INTERIOR DESIGN CHARLESTON, WEST VIRGINIA 25301 * P (304)340-4269 F (304)340-4267 WHEELING, WEST VIRGINIA 26003 * P (304)233-0140 F (304)233-4813 WASHINGTON, PENNSYLVANIA 15301 * P (724)223-8250 F (724)223-8252	
DATE 4-16-18	
SCALE: AS NOTED	
CONTACT P. RYMER	
PROJECT No.17016.01	
SHEET S008	



STORM DRAIN NOTES

- (SD-1) PHASE 1 = PROVIDE STORM PIPE.
- (SD-2) PHASE 1 = PROVIDE MANHOLE.
- SD-3 PROVIDE 1" X 12" FLAT PANEL DRAINS. REFER TO CD01 FOR "PANEL DRAIN" DETAIL, AND "FLAT DRAIN & PERIMETER DRAIN CONNECTION" DETAIL.
- SD-4 PROVIDE PERIMETER TRENCH AND DRAIN. REFER TO CD01 FOR "PERIMETER TRENCH" DETAIL.
- SD-5 PROVIDE 4" DRAINAGE PIPE FROM EVENT PIPE INTO FIELD STORM SYSTEM.
- SD-6 PROVIDE 4" PIPE FROM TRACK CURB INTO FIELD SYSTEM.
- SD-7 PROVIDE INLET, REFER TO "INLET ASSEMBLY" ON THIS SHEET.
- SD-8 REMOVE EXISTING INLET. REMOVE EXISTING PIPE TO PROPOSED INLET (I-1A).

FOR REFERENCE (PHASE 1)
BY OTHERS IN PHASE 1

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

North

0 30' 60'

SCALE 1" = 30'

DATE 4-16-18

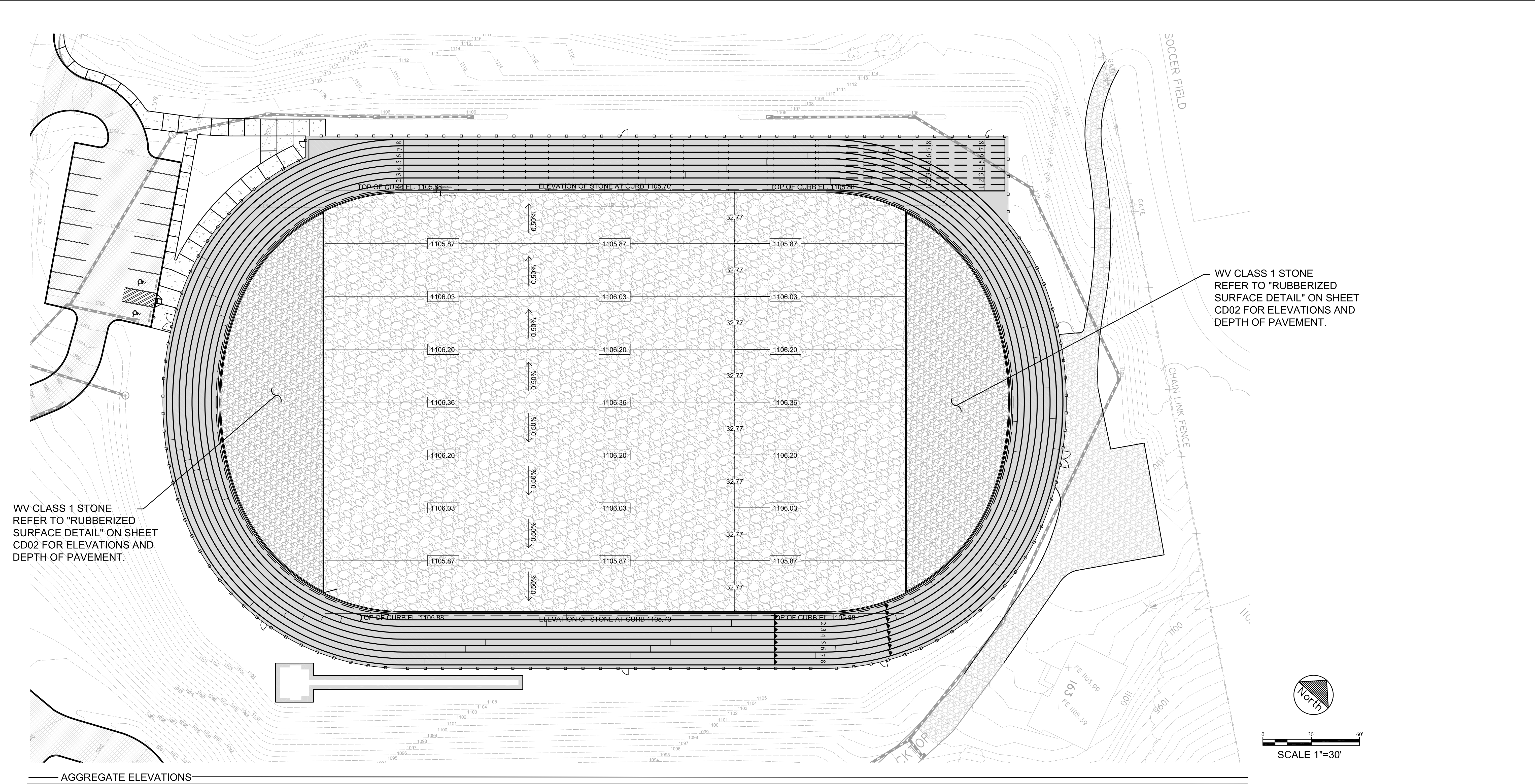
SCALE: AS NOTED

CONTACT P. RYMER

PROJECT No.17016.01

SHEET

G002

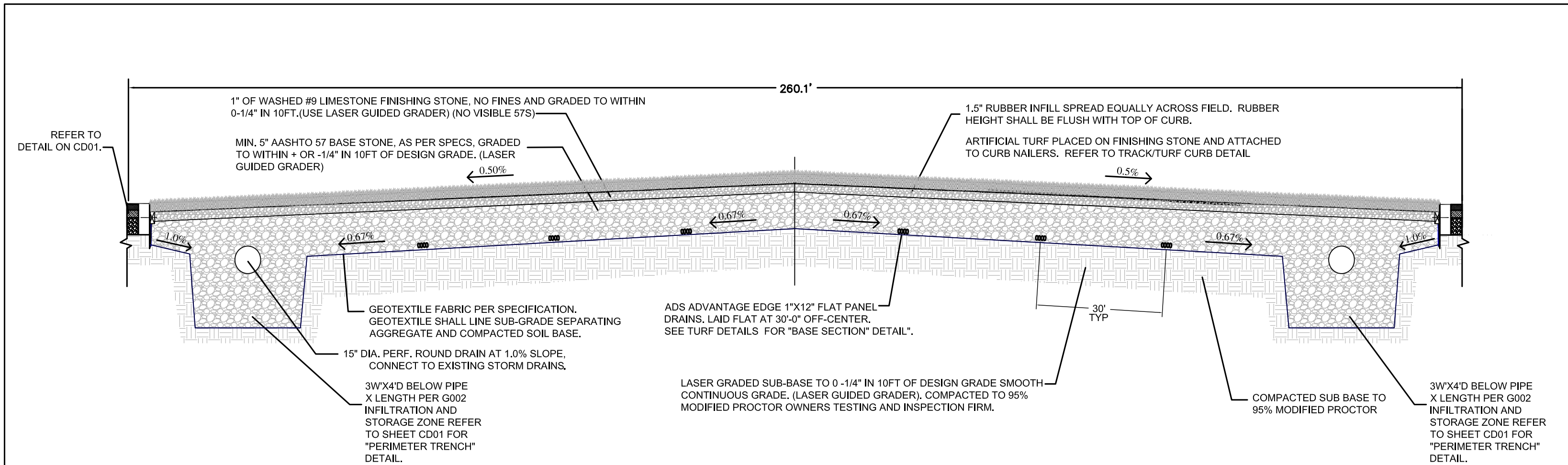


AGGREGATE ELEVATIONS

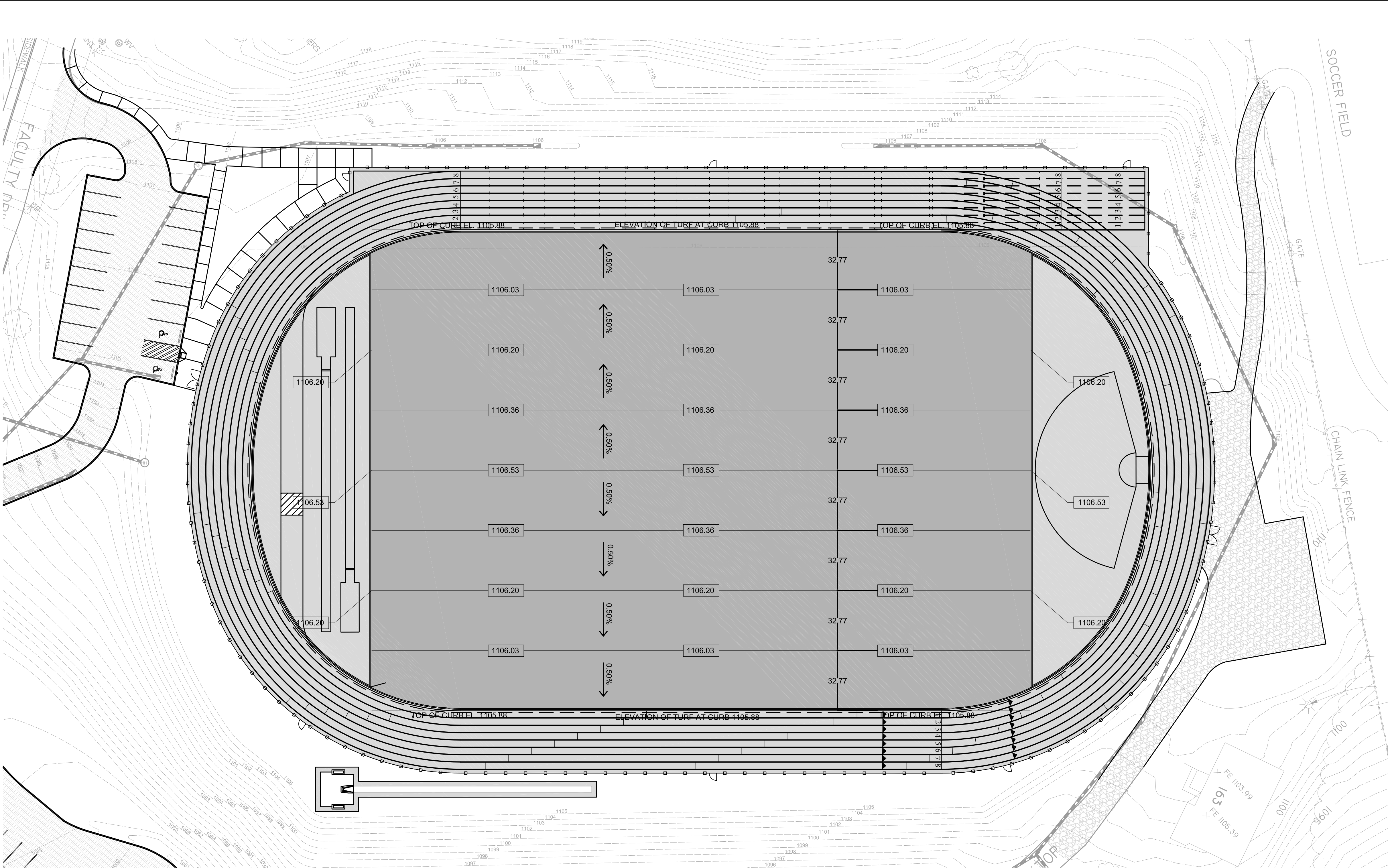
AGGREGATE NOTES

- REFER TO SPECIFICATIONS FOR AGGREGATE SIEVE SIZES AND TESTING.
- TEST PAD MUST BE MADE FOR AGGREGATE PRIOR TO INSTALLATION OF MATERIAL FOR SITE.
- TEST PAD MUST BE 20' X 20' IN SIZE AND WATERED WITH PRE-SATURATION OF FULL SECTION PRIOR TO TESTING.
- SIEVE ANALYSIS OF STONE MUST BE SUBMITTED AND APPROVED BY ARCHITECT / ENGINEER PRIOR TO BRINGING MATERIAL TO SITE FOR TESTING AND APPROVAL.
- NO SUBSTITUTION OF MATERIAL SHALL BE MADE UPON APPROVAL OF STONE MATERIAL.
- STONE SHALL BE TESTED AT THE REQUEST OF THE ARCHITECT / ENGINEER AT BOTH LAYERS OF STONE. STONE MUST BE LASER GRADED AND COMPACTED.
- TOP STONE SHALL BE 1 INCH IN THICKNESS FREE FLOWING MATERIAL OF #9 FREE FLOWING CHARACTERISTICS INCLUDING SIEVE OF LESS WITH NO MORE THAN 20% TOTAL OF 100S OR 200S IN SIZE.
- NO SLAG AT ALL SHALL BE PERMITTED OR SUBSTITUTED ON SITE FOR ANY LOCATION.
- NO LIMESTONE DUST OR #10 MIXTURE SHALL BE PERMITTED OR SUBSTITUTED ON SITE FOR ANY LOCATION.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE SIEVE ANALYSIS AND TESTING PAD PRIOR TO INSTALLATION OF MATERIALS. ANY MATERIAL NOT PASSING TEST PAD SHALL BE REMOVED IN FULL. ARCHITECT RESERVES THE RIGHT TO TEST ANY AND ALL OF MATERIALS ON SITE. IT IS THE CONTRACTORS RESPONSIBILITY TO ASSURE EACH TRUCK LOAD OF STONE MATERIAL IS EQUAL TO THE MATERIAL USED IN SIEVE ANALYSIS.
- ANY STONE NOT PROVIDING FREE FLOWING DRAINAGE SHALL BE REPLACED AT THE CONTRACTOR EXPENSE. NO CHANGE ORDER SHALL BE PROVIDED FOR REPLACEMENT OF POORLY DRAINING STONE.

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES



FIELD SECTION



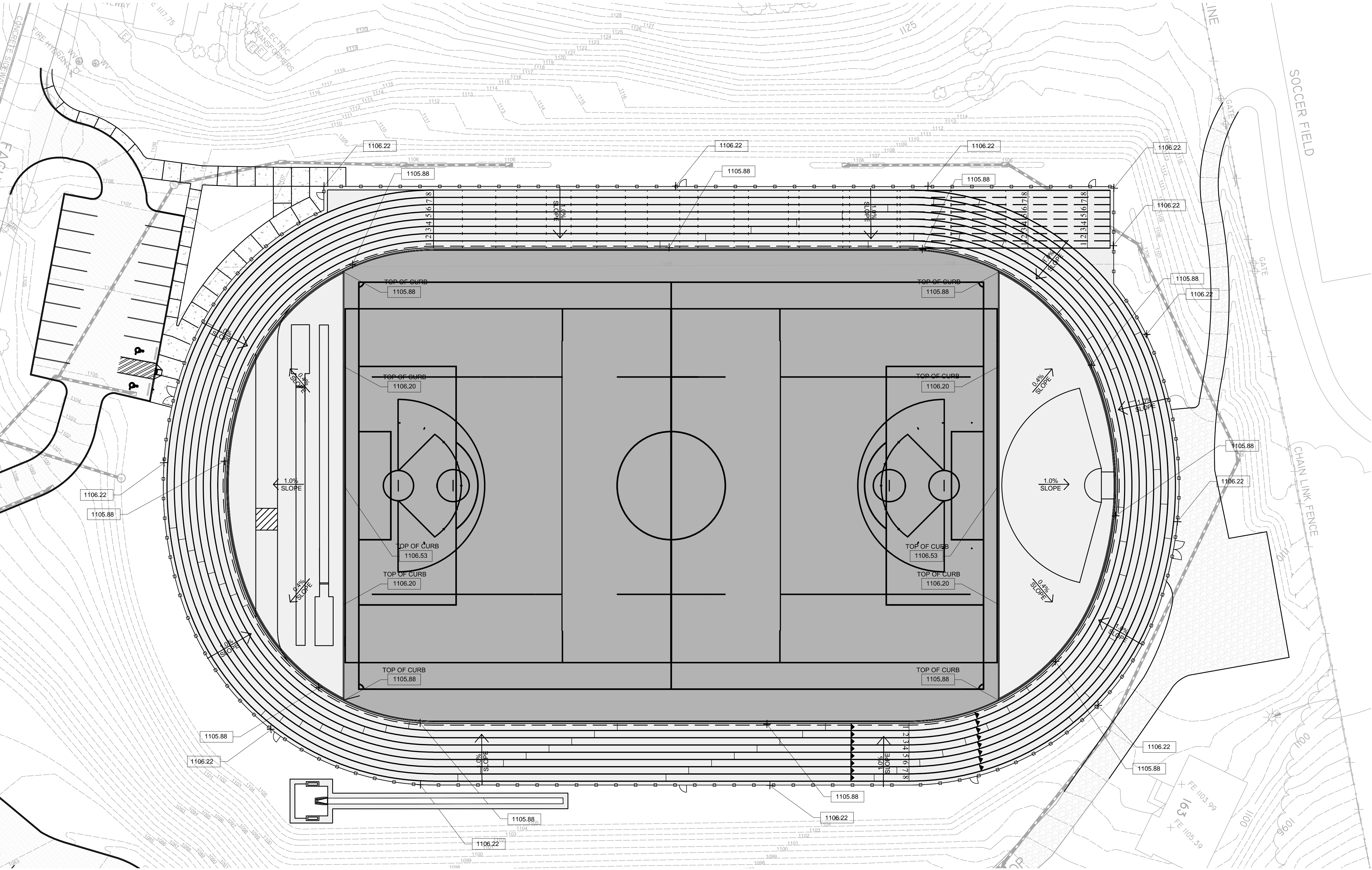
TOP OF TURF ELEVATIONS

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

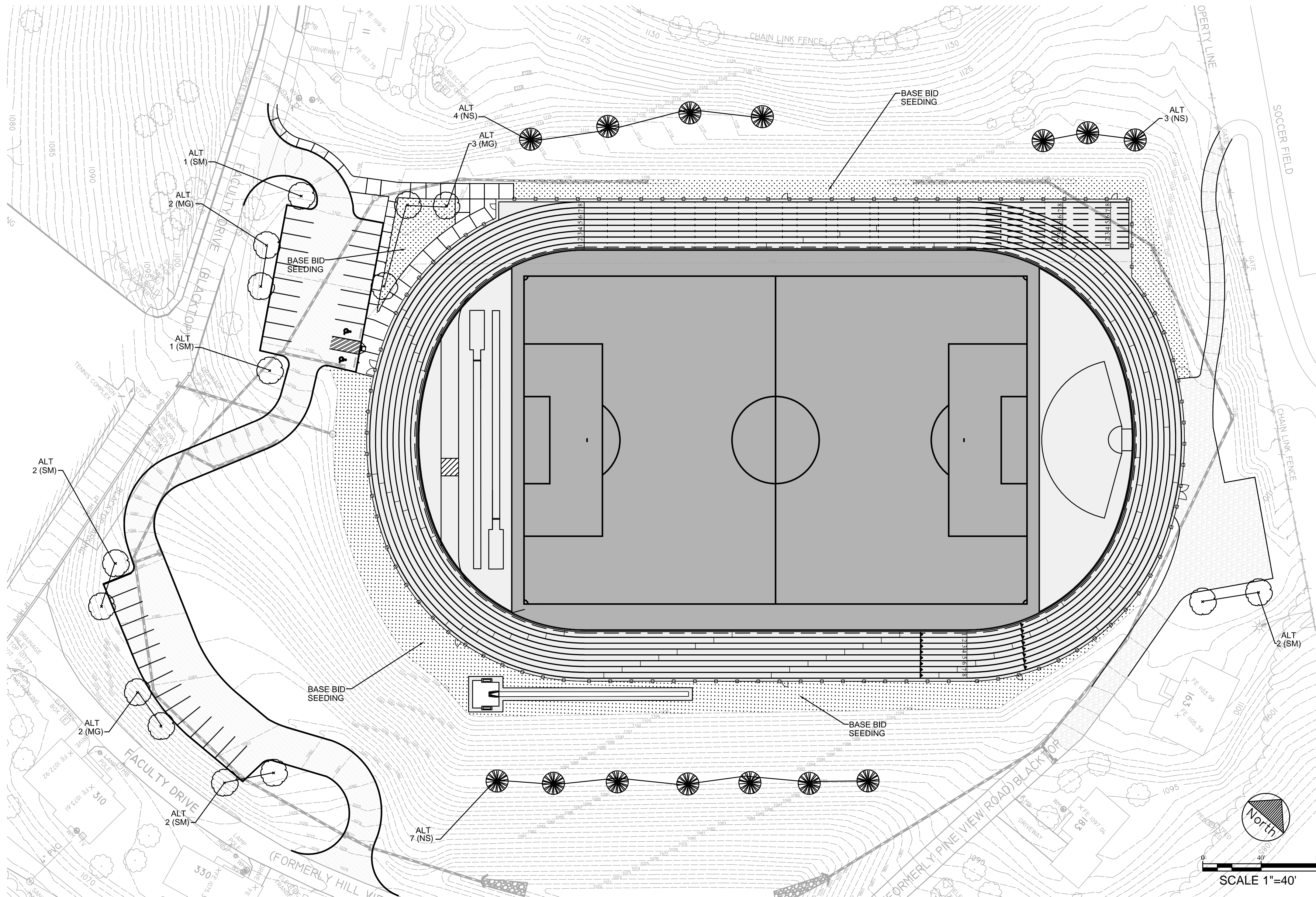
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TITLE		TOP OF TURF ELEVATIONS
PROJECT		WEST LIBERTY ATHLETIC COMPLEX 208 UNIVERSITY DRIVE, BOX 109 WEST LIBERTY, WV 26074
 McKINLEY & ASSOCIATES ARCHITECTS / ENGINEERS / INTERIOR DESIGN CHARLESTON, WEST VIRGINIA 25301 • WHEELING, WEST VIRGINIA 26003 • WASHINGTON, PENNSYLVANIA 15301 P (304)340-4267 F (304)340-4269 • P (304)233-4613 • P (724)223-8230 F (724)223-8232		
DATE 4-16-18		
SCALE: AS NOTED		
CONTACT P. RYMER		
PROJECT No.17016.01		
SHEET		
G004		

NOTE:
TRACK SURFACE MUST BE NO GREATER THAN 1.0% WITHIN THE LANES OF THE TRACK AND 0.5% WITHIN THE D ZONES. TRACK MUST HAVE SMOOTH, CONSISTENT GRADES, FREE OF ALL SAGS, HUMPS AND IRREGULARITIES FROM LANE TO LANE.

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES



FILE NAME: DATE: 12-4-17 DRAWN BY: J.T.S.A. DESIGNED BY: JIM SAUER JOB NO. 17012 PLOTTED



IN THE ABSENCE OF SOIL TEST, LIME SHOULD BE APPLIED AT THE RATE OF 6 TONS PER ACRE, AND FERTILIZER SHOULD BE APPLIED AT THE RATE OF 100 LBS OF NITROGEN, 200 LBS OF P2O5 AND 200 LBS OF K2O PER ACRE (E.G. 1,000 LBS OF 10-20-20 PER ACRE). HAY OR STRAW MULCH MUST BE APPLIED AT RATES OF AT LEAST THREE TONS PER ACRE.

SEED MIXTURE FOR MOWED LAWN AREAS
1. SEED RATE SHALL BE AT 250 LBS. PER ACRES.

COMMON NAME	PROPORTION BY WEIGHT
APPLAUD PERENNIAL RYEGRASS	20%
CITATION FORE PERENNIAL RYEGRASS	20%
SEVILLE II PERENNIAL RYEGRASS	20%
KENTUCKY BLUE GRASS	40%

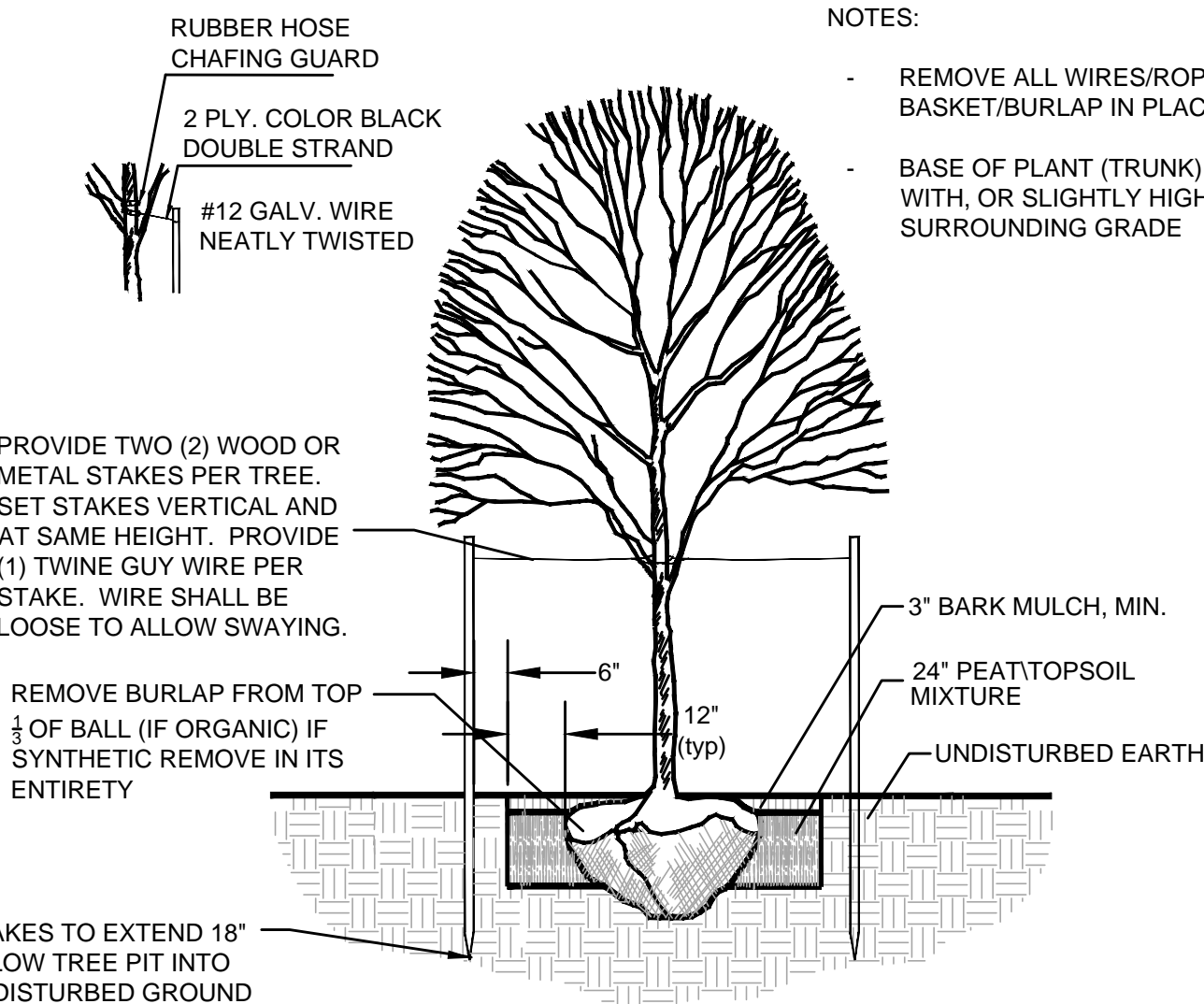
FERTILIZATION- TEMPORARY AND PERMANENT SEEDING

TABLE 11.2 Soil Amendment Application Rate Equivalents				
Soil Amendment	Permanent Seeding Application Rate			Notes
	Per Acre	Per 1,000 sq. ft.	Per 1,000 sq. yd.	
Agricultural lime	6 tons	240 lb.	2,480 lb.	Or as per soil test, may not be required in agricultural fields
10-10-20 fertilizer	1,000 lb.	25 lb.	210 lb.	Or as per soil test, may not be required in agricultural fields
Temporary Seeding Application Rate				
Agricultural lime	1 ton	40 lb.	410 lb.	Typically not required for topsoil stockpiles
10-10-10 fertilizer	500 lb.	12.5 lb.	100 lb.	Typically not required for topsoil stockpiles

Adapted from Penn State, "Erosion Control and Conservation Plantings on Noncropland"

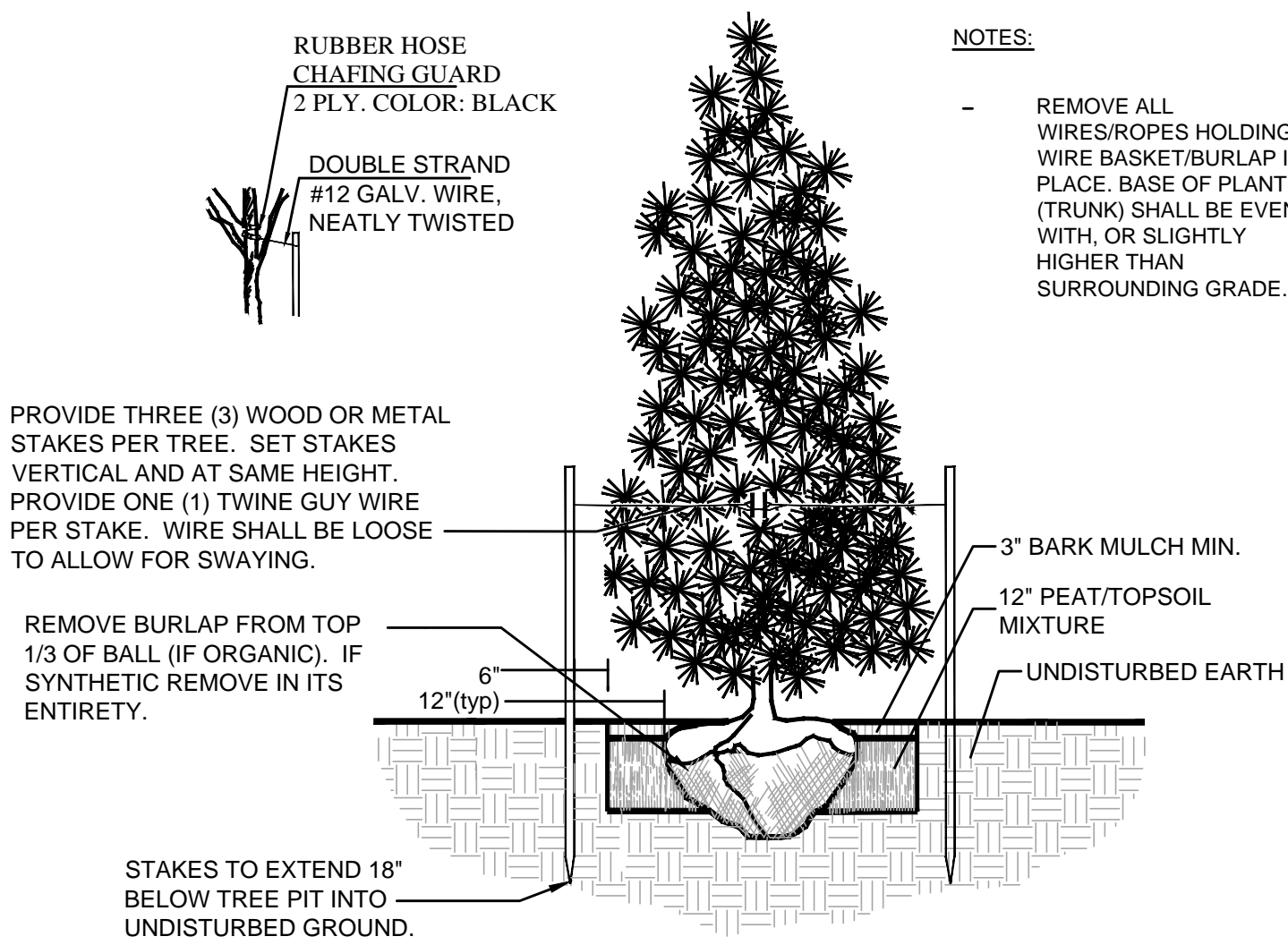
MULCHING- TEMPORARY AND PERMANENT SEEDING

TABLE 11.6 Mulch Application Rates				
Mulch Type	Application Rate (Min.)			Notes
	Per Acre	Per 1,000 sq. ft.	Per 1,000 sq. yd.	
Straw	3 tons	140 lb.	1,240 lb.	Either wheat or oat straw, free of weeds, not chopped or finely broken
Hay	3 tons	140 lb.	1,240 lb.	Timothy, mixed clover and timothy or other native forage grasses
Wood Chips	4 - 6 tons	185 - 275 lb.	1,650 - 2,500 lb.	May prevent germination of grasses and legumes
Hydromulch	See Application Rates and Notes Below			



DECIDUOUS TREE (ALTERNATE)

NOT TO SCALE



EVERGREEN TREE (ALTERNATE)

NOT TO SCALE

PLANT LIST (ALTERNATE)

QTY	SYM	BOTANICAL NAME	COMMON NAME	SIZE	COND
TREES:					
14	NS	PICEA ABIES	NORWAY SPRUCE	6' HEIGHT	B&B
8	SM	ACER SACCHARUM	SUGAR MAPLE	2.5" CAL.	B&B
7	MG	MALE GINKGO BILOBA	MALE GINKGO TREE	2.5" CAL.	B&B

ALT - ALTERNATE BID

PLANTING LEGEND

	EXISTING	PROPOSED
PROPERTY LINE	---	---
DECIDUOUS TREE		
EVERGREEN TREE		
SEEDING		

REFER TO C001 FOR GENERAL LEGEND INFORMATION AND NOTES

REVISIONS

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LANDSCAPING PLAN

PROJECT

WEST LIBERTY ATHLETIC COMPLEX

208 UNIVERSITY DRIVE, BOX 109

WEST LIBERTY, WV 26074

McKINLEY & ASSOCIATES

ARCHITECTS / ENGINEERS / INTERIOR DESIGN

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P (304)340-4267 F (304)340-4269 • P (724)223-4613 F (724)223-8252

DATE 4-16-18

SCALE: AS NOTED

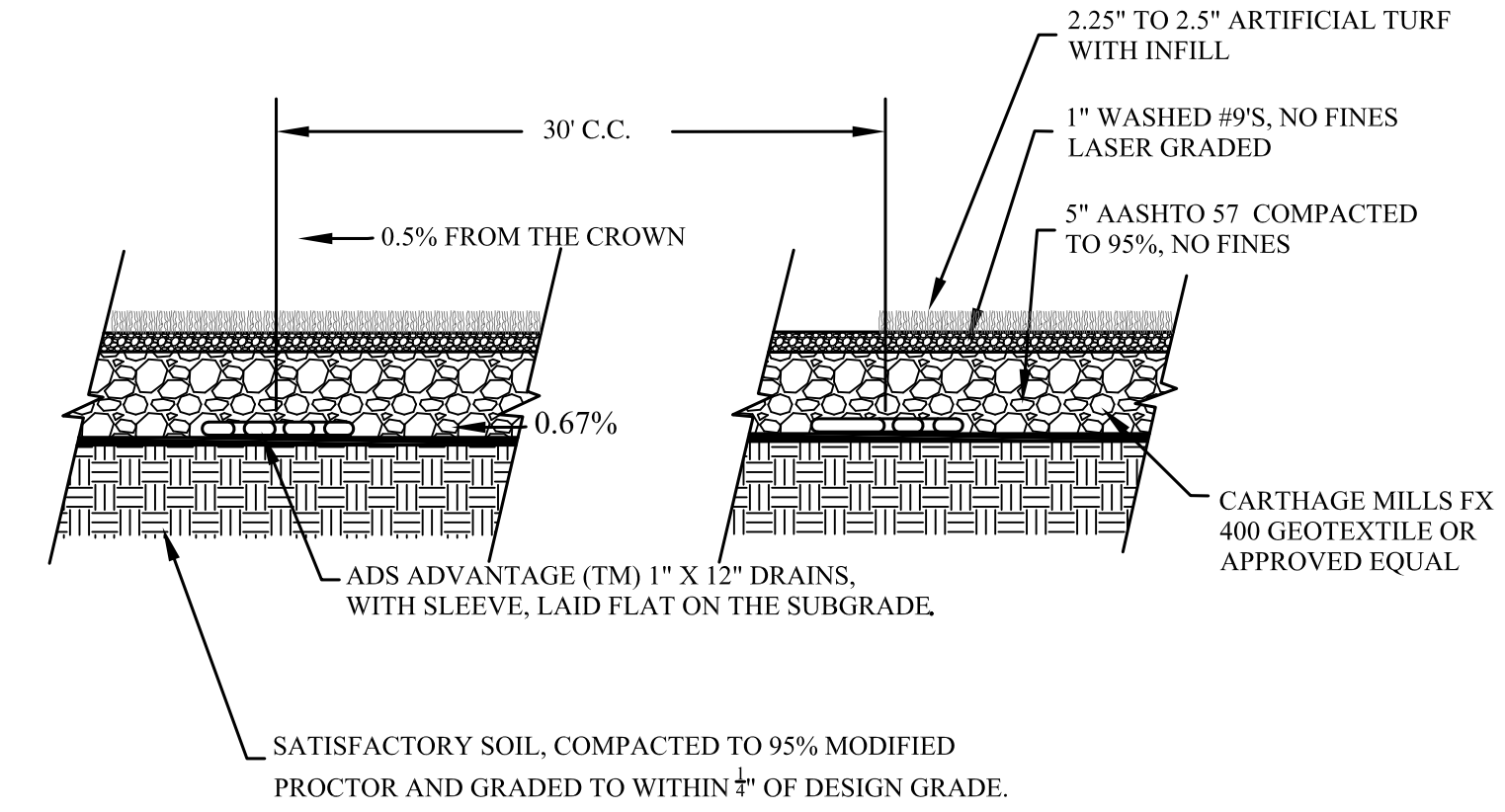
CONTACT P. RYMER

PROJECT No.17016.01

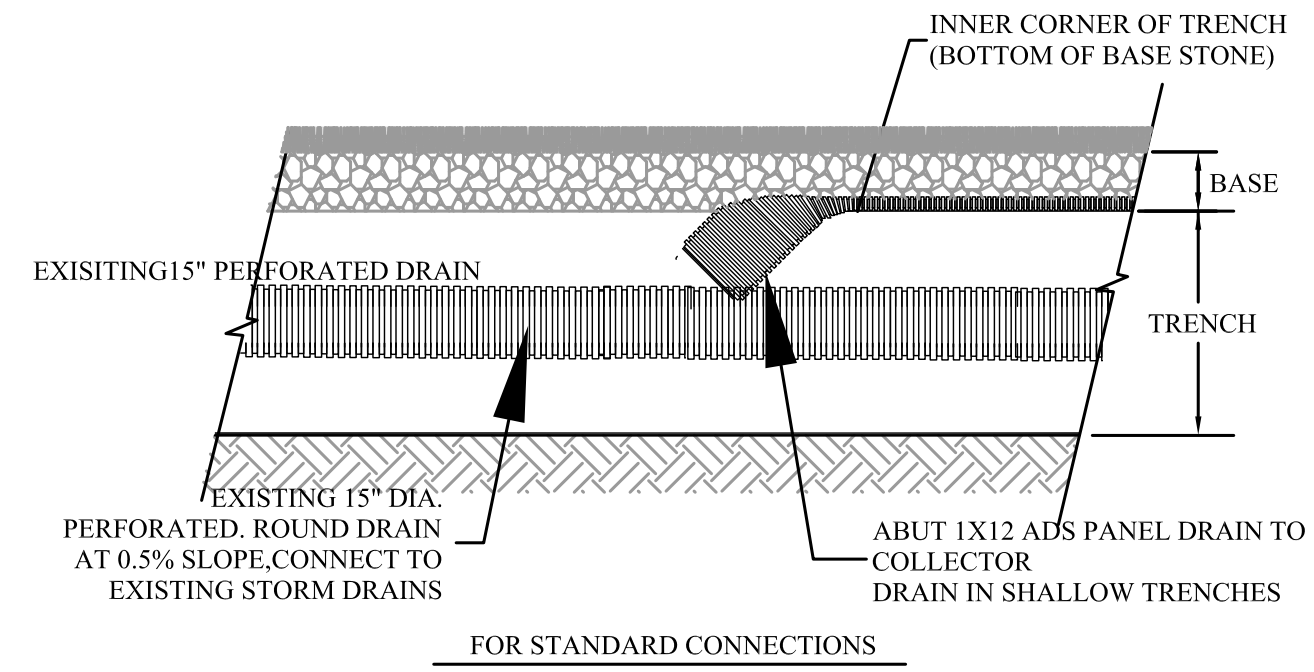
SHEET

L001

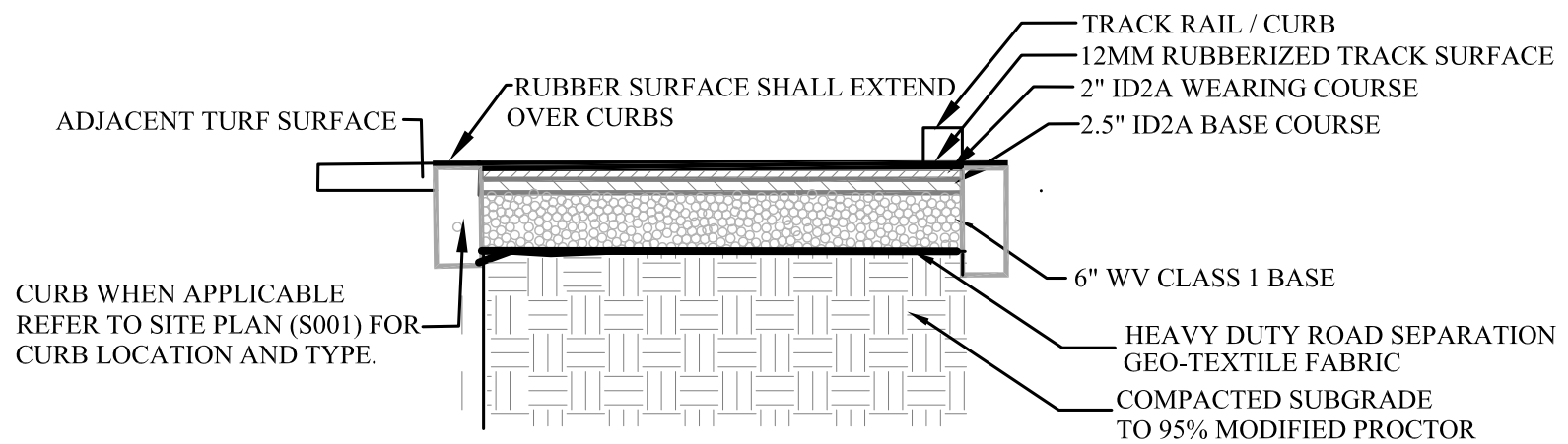
FILE NAME: DATE: 12-2-17 DRAWN BY: J.T.S.A. DESIGNED BY: JIM SAUER JOB NO. 17012 PLOTTED



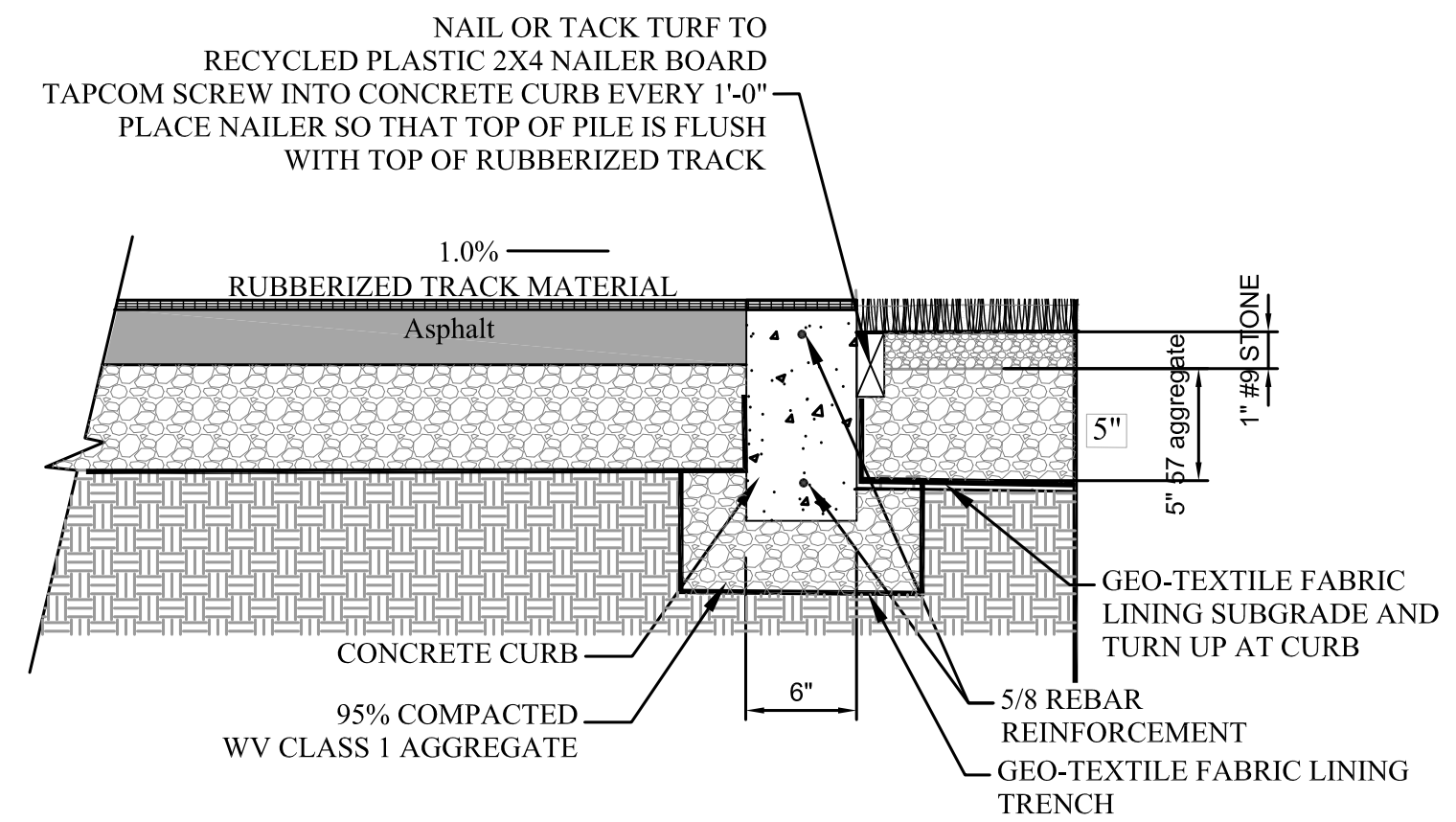
PANEL DRAIN
NOT TO SCALE



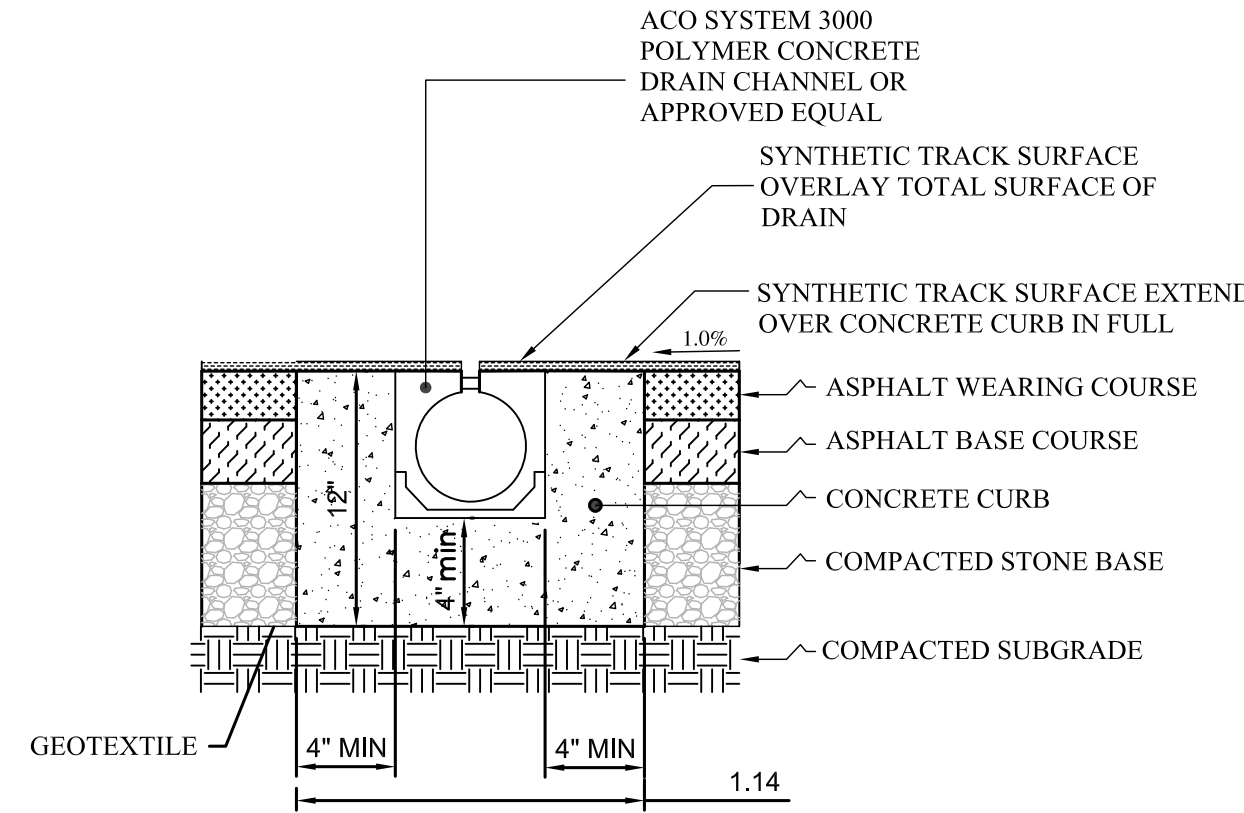
FLAT DRAIN & PERIMETER DRAIN CONNECTION
NOT TO SCALE



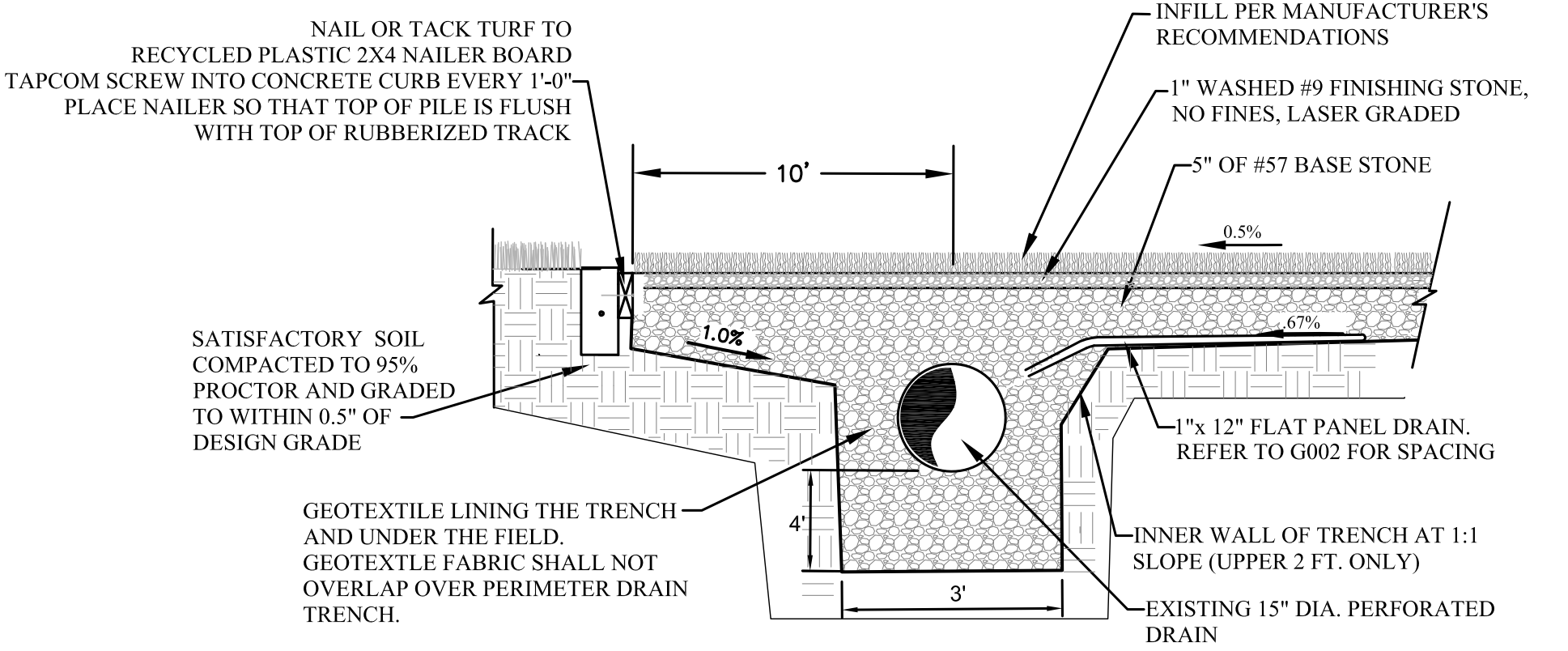
RUBBERIZED SURFACE DETAIL
NOT TO SCALE



CURB DETAIL (AT DZONES)
NOT TO SCALE

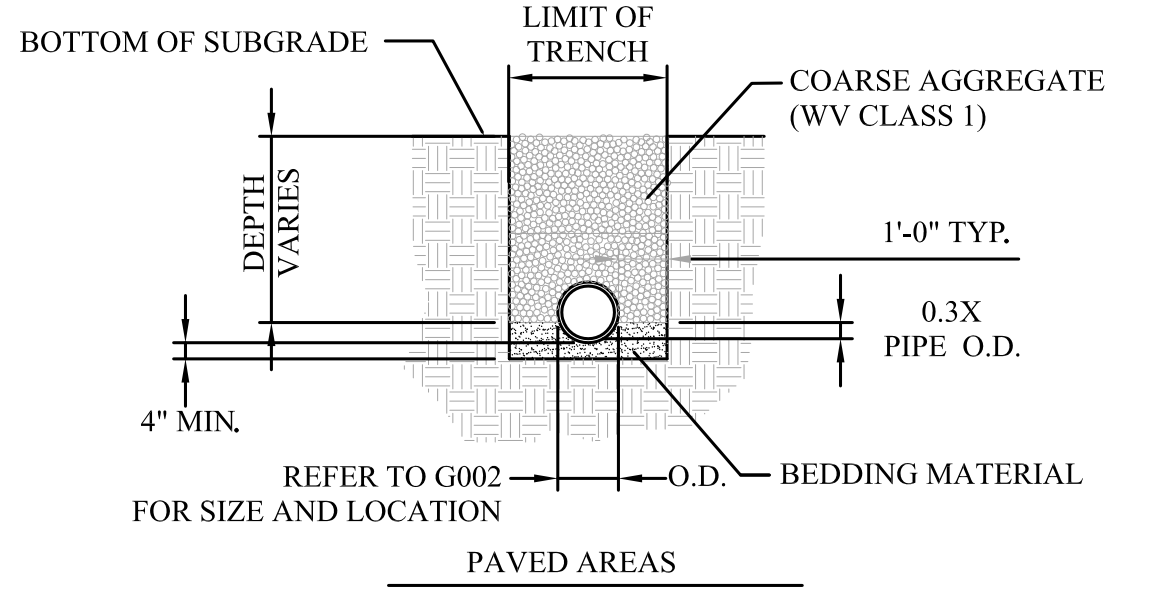
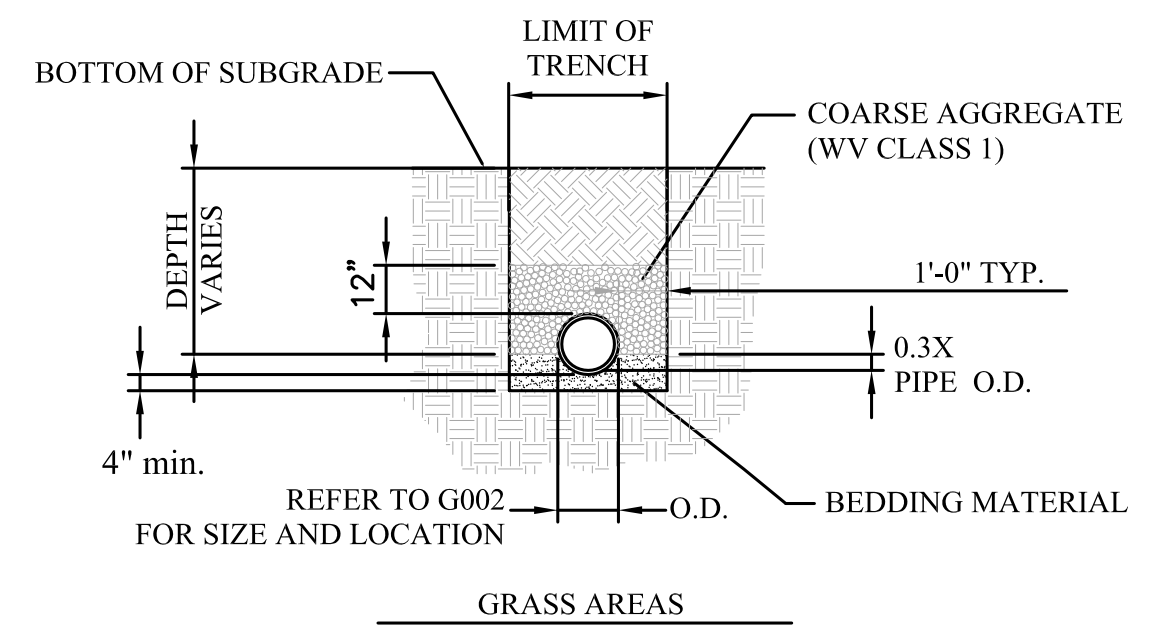


CURB WITH TRACK DRAIN AT D ZONES (C-2)
NOT TO SCALE

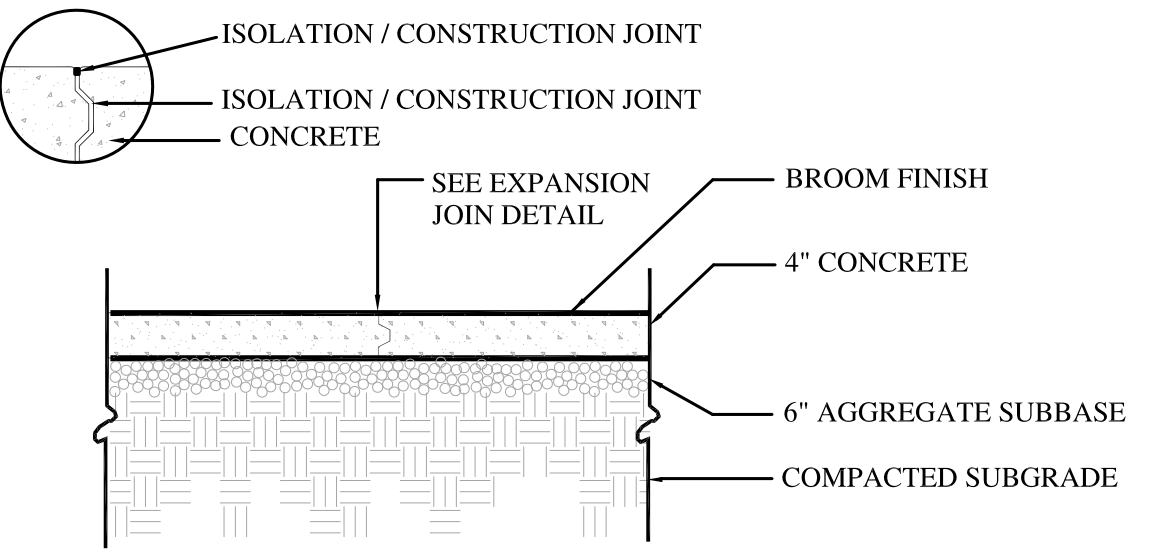


PERIMETER TRENCH DETAIL (PHASE 1)
NOT TO SCALE

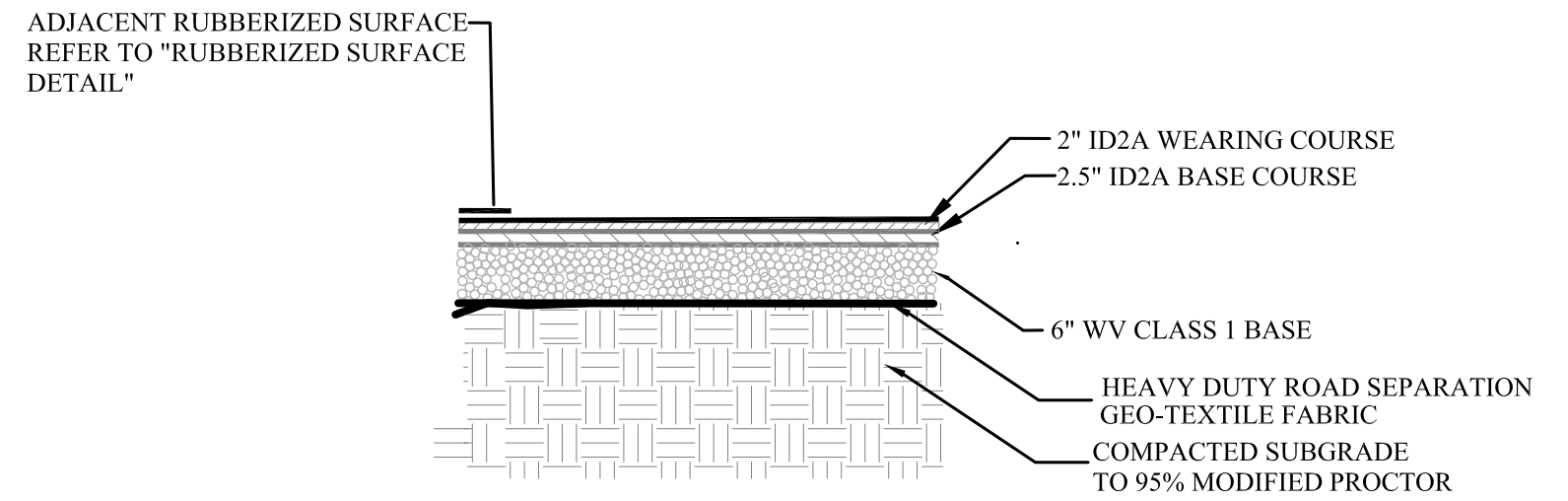
RUBBER SURFACE SHALL EXTEND OVER CURBS



STORM PIPE BEDDING
NOT TO SCALE



4" CONCRETE WALK
NOT TO SCALE



BITUMINOUS PAVING AT POLE VAULT
NOT TO SCALE

REVISIONS	BY

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CONSTRUCTION DETAILS

PROJECT
WEST LIBERTY ATHLETIC COMPLEX
208 UNIVERSITY DRIVE, BOX 109
WEST LIBERTY, WV 26074

TITLE

McKINLEY & ASSOCIATES
ARCHITECTS / ENGINEERS / INTERIOR DESIGN
CHARLESTON, WEST VIRGINIA 25301
P (304) 346-4287 F (304) 346-4288 • P (304) 333-4613 • F (304) 333-6258
WHEELING, WEST VIRGINIA 26003
P (304) 333-4613 • F (304) 333-6258

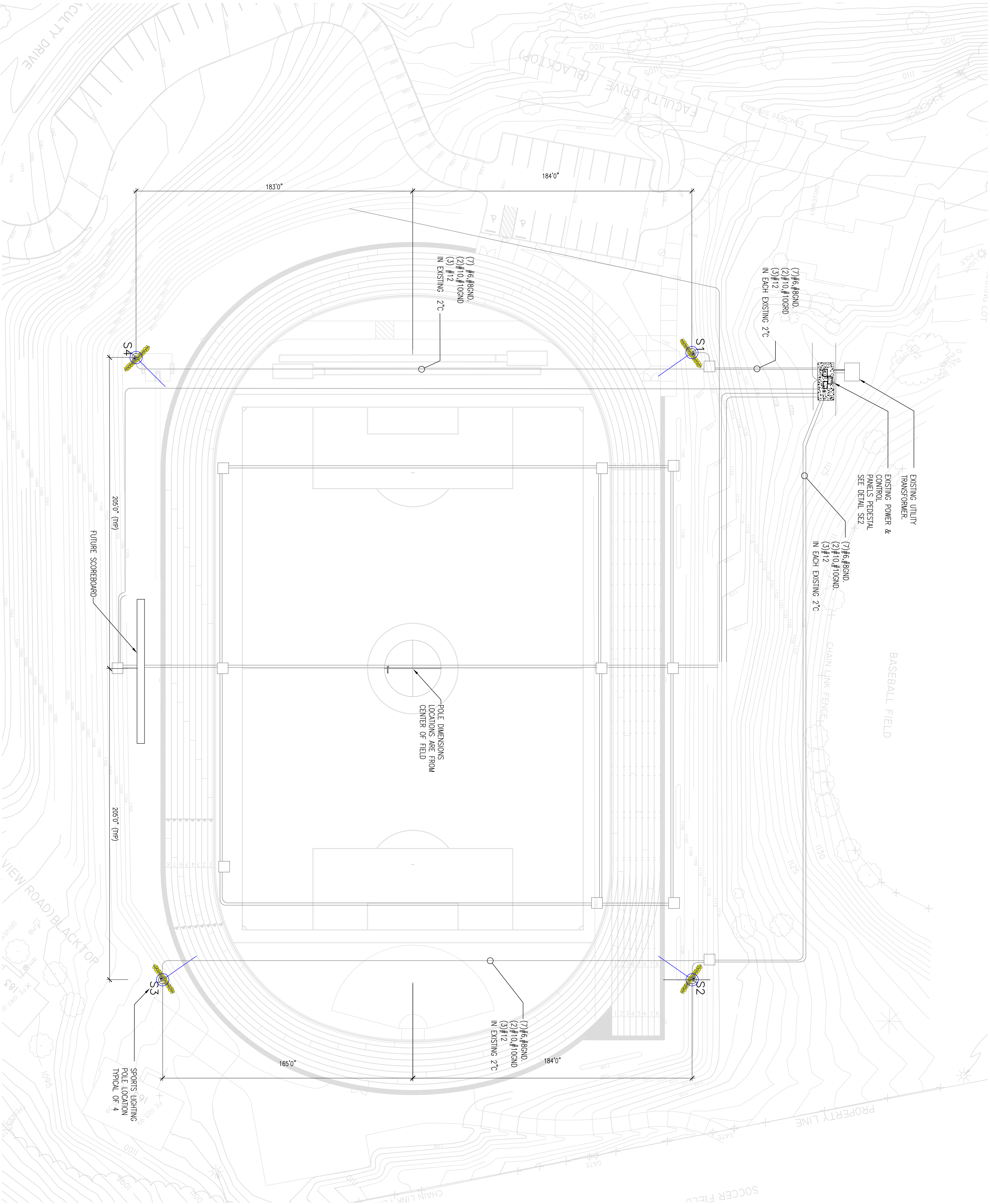
DATE 4-16-18
SCALE: AS NOTED
CONTACT P. RYMER
PROJECT No.17016.01
SHEET
CD01

3

1

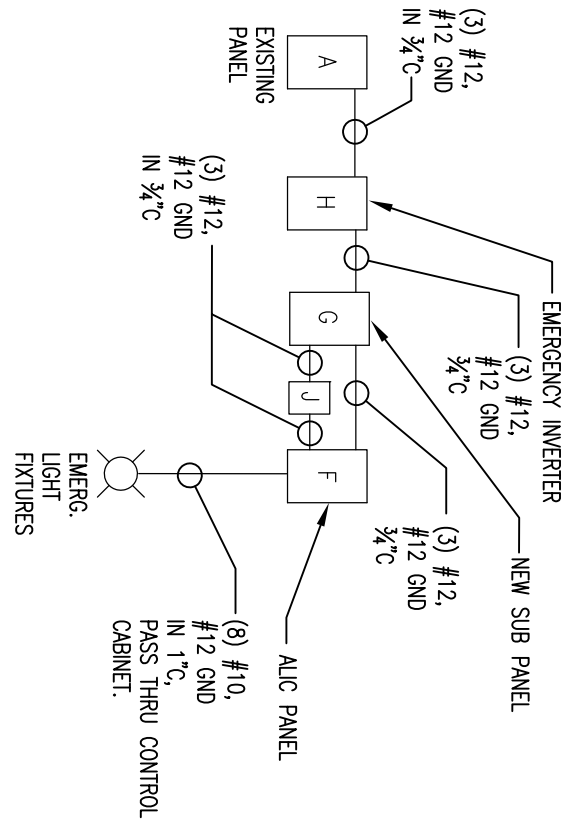
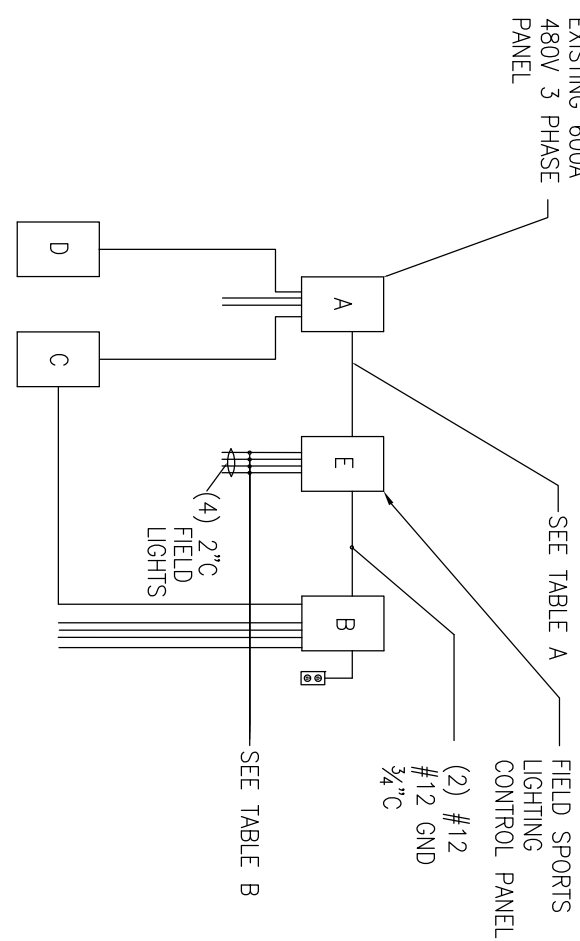
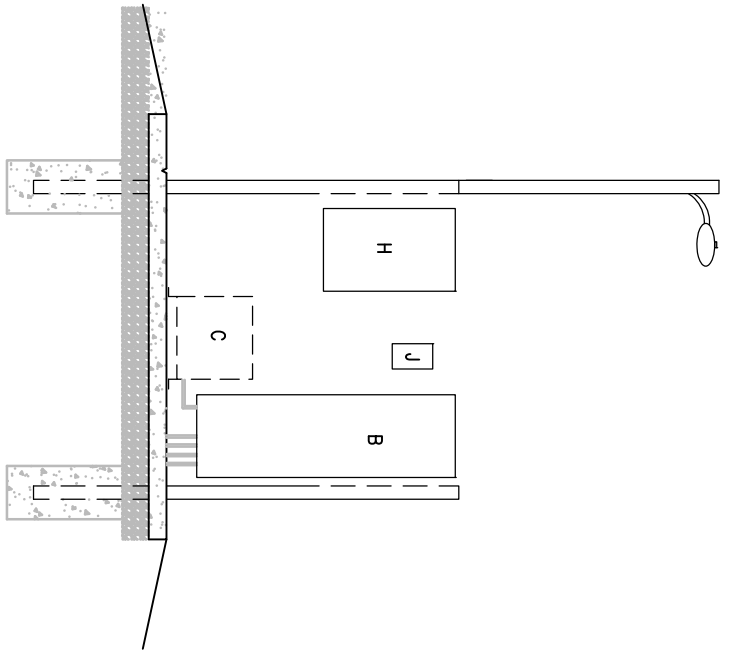
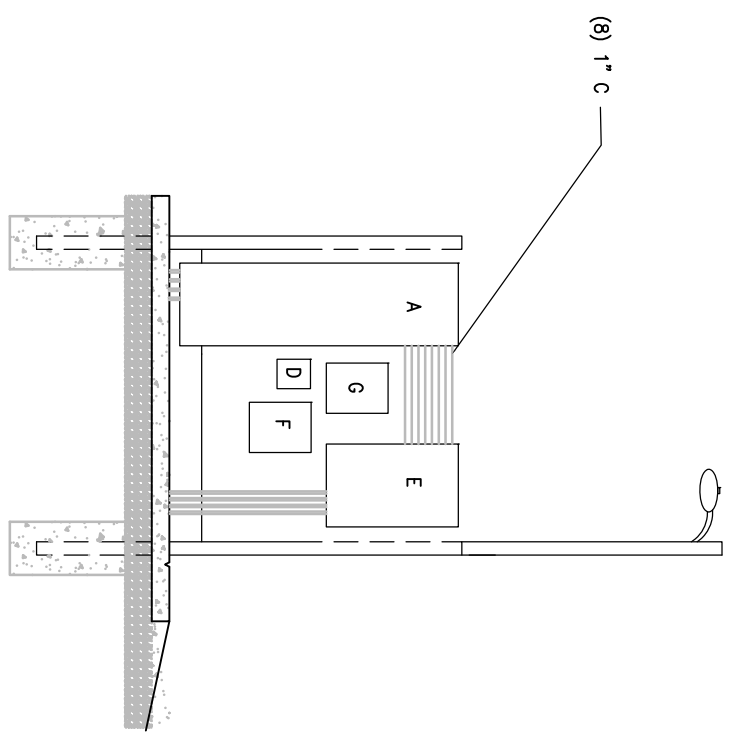
SITE ELECTRIC PLAN

SCALE: 1/8" = 1'-0"



ELECTRICAL GENERAL NOTES

1. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE (NEC) (NFPA 70 (ED. IN EFFECT FOR STATE OF WV)), AND ALL OTHER APPLICABLE CODES.
2. DIAGRAMS ON PLANS ARE SCHEMATIC AND ARE NOT TO SCALE OR INTENDED TO BE WIRING DIAGRAMS.
3. VERIFY AND BE RESPONSIBLE FOR EXISTING CONDITIONS AND SITE CONDITIONS.
4. DIMENSIONS ARE IN INCHES UNLESS NOTED OTHERWISE.
5. PROVIDE ALL EQUIPMENT INCLUDING CONDUCTOR IN EACH PANEL FRAME, EACH MOTOR AND EQUIPMENT FEEDER, AND EACH MOTOR EQUIPMENT, RECEPTACLE, AND LIGHTING BRANCH CIRCUIT.
6. CONDUIT RUNS, NOT OTHERWISE MARKED, SHALL BE 3/4" INCH CONDUIT WITH #12 CONDUCTORS FOR CIRCUITS INDICATED AND (1) #12 GND. ALL CIRCUITS TO HAVE SEPARATE NEUTRAL WIRE.
7. ALL SPARE CONDUITS SHALL BE CAPED AND INCLUDE A PULL WIRE.
8. UPDATE ALL PANEL SCHEDULES AFTER INSTALLATION AND LOAD BALANCING.
9. "[FINISH]" SHALL MEAN NOT IN CONTRACT. "SUBSEQUENT" IS WORK IN CONTRACT AFTER COMPLETION OF OTHER WORK NOT IN CONTRACT.



1. GENERAL ELEVATION SIDE A

2. GENERAL ELEVATION SIDE B

3. LINE LINE

4. EMERGENCY LIGHTING DETAIL

NOTE: ITEMS A,B,C,&D ARE NOT IN CONTRACT

TABLE A – CIRCUIT SUMMARY		
POLE	CIRCUIT BREAKER	CONDUCTORS
S1	30A/2P	(4) #10
S2	30A/2P	(4) #10
S3	30A/2P	(4) #10
S4	30A/2P	(4) #10
S1	30A/2P	(4) #10
S2	30/2P	(4) #10
S3	30A/2P	(4) #10
S4	30A/2P	(4) #10

TABLE B – CIRCUIT SUMMARY		
POLE	CONDUCTOR	CONDUCTORS
S1	30A/2P	(7) #6
S2	30A/2P	(7) #6
S3	30A/2P	(7) #6
S4	30A/2P	(7) #6
S1	30A/2P	(3) #12 CONTROL
S2	30/2P	(3) #12 CONTROL
S3	30A/2P	(3) #12 CONTROL
S4	30A/2P	(3) #12 CONTROL

TABLE B – CIRCUIT SUMMARY		
POLE	CONDUCTOR	CONDUCTORS
S1	30A/2P	(3) #10
S2	30A/2P	(3) #10
S3	30A/2P	(3) #10
S4	30A/2P	(3) #10

- A – EXISTING 600A 480/277 3A PANEL, NEUA 3R ENCLOSURE, LOCKABLE – PP1
- E – FIELD SPORTS LIGHTING CONTROL PANEL, PROVIDE 20A 1P BREAKER IN PANEL, PP2
- G – 100A 480/277 1A EM PANEL, NEUA 3R ENCLOSURE, LOCKABLE – "EM"
- F – ALC CABINET NEUA 3R ENCLOSURE, LOCKABLE.
- D – EXISTING SPACE PROTECTIVE DEVICE
- B – EXISTING 300A 208/120 3P 4W PANEL, NEUA 3R ENCLOSURE, LOCKABLE – "EM"
- C – EXISTING TRANSFORMER
- H – EXISTING 277V 14, INVERTER NEUA 3 ENCLOSURE, LOCKABLE, PROVIDE 20A 1P BREAKER IN PANEL, PP2
- I – CONTROL TRANSFORMER FOR EM CONTROL

EQUIPMENT SCHEDULE		
DESCRIPTION	MANUFACTURER	EQUIPMENT DESCRIPTION
A – PANEL PP1	SQUARE D	EXISTING
B-PANEL PP2	SQUARE D	EXISTING
C- TRANSFORMER	SQUARE D	EXISTING
D- SPACE PROTECTION	SQUARE D	EXISTING
E- LIGHTING CONTROL PANEL	-----	(APPROXIMATE SIZE 14"X22") NEUA 3R ENCLOSURE
F- ALD PANEL	-----	(APPROXIMATE SIZE 16"X21") NEUA 3R ENCLOSURE
G- EM SUB PANEL	SQUARE D	(APPROXIMATE SIZE 20"X48") NEUA 3R ENCLOSURE
H- INVERTER PANEL	EEP	9-1-1800W-277 1800W MODEL 257(1) X 17"(H) X12.5" (D) TO BE INSTALLED IN NEUA 3R ENCLOSURE, LOCKABLE
J- CONTROL TRANSFORMER	SQUARE D	CONTROL TRANSFORMER 500A 277V-120V – 90705004 (APPROXIMATE SIZE 12"X12")

PANEL										PP1			
VOLTAGE (L-N):		277V <th colspan="2">ENCLOSURE TYPE:</th> <td colspan="2">LINE PANEL, NEUA 3R LOCKABLE</td> <th colspan="2"></th> <td colspan="2"><td colspan="2"></td></td>	ENCLOSURE TYPE:		LINE PANEL, NEUA 3R LOCKABLE				<td colspan="2"></td>				
VOLTAGE (L-L):		480V <th colspan="2">NOTES:</th> <td colspan="2">SPACE</td> <th colspan="2"></th> <td colspan="2"></td> <td colspan="2"></td>	NOTES:		SPACE								
PHASES, WIRING:		3 3 4 W <th colspan="2">AC RATING (A):</th> <td colspan="2">120/208V</td> <th colspan="2"></th> <td colspan="2"></td> <td colspan="2"></td>	AC RATING (A):		120/208V								
MINIMUM BUS CAPACITY (A):		600A <th colspan="2">NOTES:</th> <td colspan="2">PROVIDE PANEL WITH FEED-THROUGH LUGS</td> <th colspan="2"></th> <td colspan="2"></td> <td colspan="2"></td>	NOTES:		PROVIDE PANEL WITH FEED-THROUGH LUGS								
MAIN O.C. DEVICE (A):		600A <th colspan="2"></th> <td colspan="2"><th colspan="2"></th><td colspan="2"></td><td colspan="2"></td></td>			<th colspan="2"></th> <td colspan="2"></td> <td colspan="2"></td>								
CRT NO	DESCRIPTION	TRIP AMPS	POLE	PHASE (LUGS (VA)		POLE	TRIP AMPS	DESCRIPTION	CRT NO				
1,3,5	POLE S1 MAIN SCCR	5681	A	5681					2,4,6				
1,3,5	POLE S1 MAIN SCCR	30		5681	5681		30	POLE S1 MAIN SCCR	7,9,11				
1,3,5	POLE S1 MAIN SCCR			5681	5681			POLE S1 MAIN SCCR	2,4,6				
7,9,11	POLE S1 MAIN SCCR	1413		5681	5681			POLE S1 MAIN SCCR	8,10,12				
7,9,11	POLE S1 MAIN SCCR	30		1413	1413		30	POLE S1 MAIN SCCR	8,10,12				
7,9,11	POLE S1 MAIN SCCR			1413	1413			POLE S1 MAIN SCCR	8,10,12				
13,15,17	POLE S2 MAIN SCCR	5681	5681	5681				POLE S2 MAIN SCCR	14,16,18				
13,15,17	POLE S2 MAIN SCCR	30		5681	5681		30	POLE S2 MAIN SCCR	14,16,18				
13,15,17	POLE S2 MAIN SCCR			5681	5681			POLE S2 MAIN SCCR	14,16,18				
19,21,23	POLE S2 MAIN SCCR	1413		1413	1413		30	POLE S2 MAIN SCCR	20,22,24				
19,21,23	POLE S2 MAIN SCCR	30		1413	1413			POLE S2 MAIN SCCR	20,22,24				
19,21,23	POLE S2 MAIN SCCR			1413	1413			POLE S2 MAIN SCCR	20,22,24				
25,27,29	112.5 KVA TRANSFORMER	175						SPACE PROTECTION	26,28,30				
25,27,29	112.5 KVA TRANSFORMER		48497	0				SPACE PROTECTION	26,28,30				
31,33,35	SPACE	0		48497	0			SPACE PROTECTION	32,34,36				
31,33,35	SPACE	30		0	0		30	SPACE	32,34,36				
31,33,35	SPACE	0		0	0			SPACE	32,34,36				
37	SPACE	0		0	0		1	INVERTER PANEL	38				
39	SPACE	0		0	0		0	SPACE	40				
41	SPACE	0		0	0		0	SPACE	42				
		74,647	CONNECTED LOAD PHASE TOTALS (VA)		74,647								

**West Virginia Higher Education Policy Commission
June 22, 2018 Meeting**

ITEM:	Update on Research Programs
INSTITUTIONS:	All
RECOMMENDED RESOLUTION:	Information Item
STAFF MEMBER:	Paul Hill

Background:

The Division of Science and Research manages the National Science Foundation Established Program to Stimulate Competitive Research (NSF EPSCoR) program. The Division was awarded a \$20M NSF Research Infrastructure Improvement (RII) grant in 2015, which is authorized to expend approximately \$4M annually over five years until 2020. The Division also manages award programs that are funded by the state Research Challenge Fund (RCF). The RCF's establishment in 2004 by the Legislature provides support to science and technology research and education. All STEM disciplines and all institutions are eligible to participate in various competitions for funding. The RCF is funded by lottery proceeds deposited directly into the RCF account by statute and, as special revenue, automatically carried from year to year. In the 2014 Legislative session, control of the RCF was moved to legislative budgeting and now funds are appropriated annually.

**National Science Foundation
Experimental Program to Stimulate Competitive Research (EPSCoR)**

Purpose: NSF EPSCoR is a federal grant program that builds research capacity in states to spur competitiveness, scientific discovery and economic development.

RII Track 1 Award

Under the leadership of the Division, West Virginia University, Marshall University and West Virginia State University developed and submitted a five-year, \$20 million Research Infrastructure Improvement (RII) proposal to the National Science Foundation's EPSCoR Program in 2014. The grant funds faculty hires, start-up packages, equipment and students as well as research time for existing faculty. The project began on August 1, 2015 and will end July 31, 2020. A 20% state match is required. The RII research includes gravitational wave astrophysics and freshwater research through the Appalachian Freshwater Initiative. We are completing Year 3 of the five-year grant.

Research Challenge Fund

Several grant programs are funded from the Research Challenge Fund.

Instrumentation Grants are provided to the regional colleges and universities to purchase modern equipment for undergraduate science courses and to encourage undergraduate research and for students to continue careers in science, technology, engineering and mathematics (STEM). Up to \$20,000 per award is available in this competitive program.

Innovation Grants fund improvements in scientific equipment, curriculum, minor renovations, classroom instruction, delivery and pedagogy. The program targets innovative, cohesive and/or comprehensive projects in laboratory/classroom settings that encourage undergraduate students to continue careers in science, mathematics and engineering. These grants are also for the regional primarily undergraduate campuses. Winners of these grants may receive up to \$40,000 with a 50% match for a total of \$60,000 to fund individual projects.

Summer Undergraduate Research Experiences (SURE) Grants help institutions provide valuable research experiences which are known to improve graduation rates of STEM students. Full-time faculty, deans and academic administrators at all four-year institutions of higher education in West Virginia are eligible. Successful institutions may receive up to \$75,000 annually for three years.

STEM Fellows Grants help recruit and support outstanding graduate students in STEM fields by providing competitive fellowships to graduate students. Full-time faculty, deans and academic administrators at West Virginia University and Marshall University are eligible and a total of \$500,000 annually for four years is available.

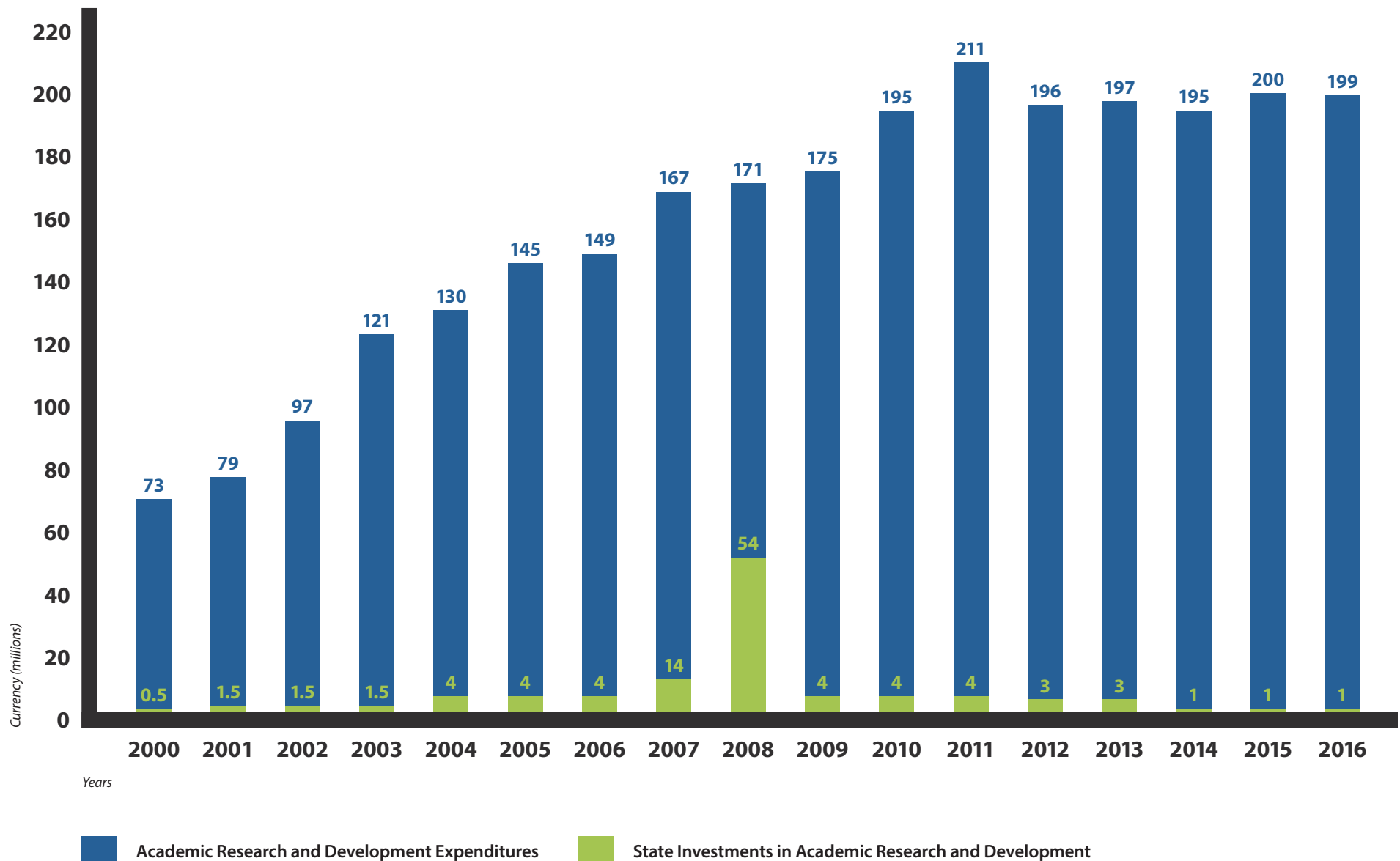
Research Challenge Grants are awarded to faculty at any institution of higher education in West Virginia. This grant program supports large, focused STEM research projects that may lead to research centers and economic development. Projects should also assist the institution in its ability to successfully compete for external funding on a national and international basis by providing incentives to significantly increase capacity. These are the largest grants from the fund; current awardees receive \$1.3M over five years. Three awards are currently active.

Outcomes from Research Challenge Fund programs:

Competitiveness of college and university faculty for federal and foundation grants has increased greatly since Commission staff began tracking. Since 2000, academic research and development expenditures have nearly tripled. The return on investment of the state's money has ranged from 3.1 in 2000 to 200 in 2015. Please see the attached chart to see the years from 2000 to 2016 (the latest date for which data are available).

The Research Challenge Grant has also been successful in strengthening research groups at West Virginia University and Marshall University, and in creating several startup companies. At least two of the start-ups, Progenesis and Vandalia are still in existence from the first round of grants.

Academic Research and Development Expenditures by West Virginia Higher Education Institutions



**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Approval of Amendments to 401(a) Retirement Plan Document

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the amendments to the 401(a) Retirement Plan Document.

STAFF MEMBER: Patricia Humphries

BACKGROUND:

In preparation for restatement of the West Virginia Higher Education Policy Commission retirement plan documents, Commission staff conducted retirement plan document compliance reviews with representatives from Teachers Insurance and Annuities Association (TIAA). It was discovered that amendments to incorporate regulatory changes from 2008 were made to the 403(b) and 457(b) plan documents, but not the mandatory employer sponsored qualified 401(a) plan document.

In order to be in compliance with federal regulations governing qualified governmental retirement plans, the Commission's current 401(a) Retirement Plan Document must be amended to incorporate the provisions of the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act) and the Worker Retiree and Employer Recovery Act of 2008 (WRERA).

The HEART Act requires that retirement plans include additional options designed to allow military personnel and their beneficiaries access to contributions during terms of service. The WRERA provided participants with relief from minimum distribution requirements in 2009. The attached documents explain the amendments and the changes to be incorporated into the existing 401(a) plan document.

Staff recommend approval of the aforementioned amendments to the West Virginia Higher Education Policy Commission 401(a) Retirement Plan Document.

Heroes Earnings and Assistance Relief Tax Act of 2008 (HEART)

Basic Plan Document Amendment

This amendment of the Plan (hereinafter referred to as "the Amendment") is comprised of this Heroes Earnings and Assistance Relief Tax Act of 2008 (HEART) Basic Plan Document Amendment (the "Basic Plan Document Amendment") and the corresponding Adoption Agreement Amendment. The Amendment is adopted to reflect the provisions of the Heroes Earnings and Assistance Relief Tax Act of 2008 (HEART). The Amendment is intended to provide good faith compliance with HEART and related guidance until the Plan is formally restated to incorporate such guidance. The Amendment is effective as specified in this Basic Plan Document Amendment except as otherwise provided in the Adoption Agreement Amendment. The Amendment supersedes the existing provisions of the Plan to the extent that those provisions are inconsistent with the provisions of the Amendment.

DEFINITIONS

DIFFERENTIAL WAGE PAYMENT

Differential Wage Payment is added to the Plan as a new defined term with the following definition:

Means a payment defined in Code Section 3401(h)(2) that is made by the Employer to an individual performing service in the uniformed services.

COMPENSATION

The Plan's definition of Compensation is modified by adding the following, as the next alphabetically ordered paragraph, to the end:

Differential Wage Payments

Notwithstanding anything in this Plan to the contrary, for years beginning on or after January 1, 2009, (or, if later, the Effective Date of the Plan) if the Employer chooses to provide Differential Wage Payments to individuals who are active duty members of the uniformed services, such individuals will be treated as Employees of the Employer making the Differential Wage Payment, the Differential Wage Payment will be treated as Compensation for purposes of applying the Code. Accordingly, Differential Wage Payments must be treated as Compensation under Code Section 415(c)(3) and Treasury Regulation 1.415-2(d). Differential Wage Payments will also be treated as Compensation for contribution, allocation and other general Plan purposes unless excluded from the Plan's definition of Compensation on the Adoption Agreement Amendment. In addition, the Plan will not be treated as failing to meet the requirements of any provision described in Code Section 414(u)(1)(C) by reason of any contribution or benefit that is based on Differential Wage Payments only if all Employees of the Employer (as determined under Code Sections 414(b), (c), (m), and (o)) performing service in the uniformed services described in Code Section 3401(h)(2)(A) are entitled to receive Differential Wage Payments on reasonably equivalent terms and, if eligible to participate in the Plan, to make contributions based on the payments on reasonably equivalent terms.

DEEMED SEVERANCE FROM EMPLOYMENT

Deemed Severance from Employment is added to the Plan as a new defined term with the following definition:

Means, effective for years beginning on or after January 1, 2009, (or, if later, the Effective Date of the Plan) and notwithstanding the definition of Differential Wage Payment, an individual is deemed to cease to be an Employee for purposes of Code Section 414(u)(12)(B) during any period the individual is performing service in the uniformed services as defined in Code Section 3401(h)(2)(A).

EMPLOYEE

The Plan's definition of Employee is modified by adding the following to the end:

The term Employee will also include individuals providing qualified military service who are treated as reemployed for purposes of applying the rules under Code Sections 403(b)(14) and 414(u).

DISTRIBUTIONS

The Basic Plan Document section titled Miscellaneous Distribution Issues is modified by adding as the next numbered paragraph, to the end:

Distribution Due to a Deemed Severance from Employment – Except as otherwise elected in the Adoption Agreement Amendment, effective for years beginning on or after January 1, 2009, (or such later date as specified in the Adoption Agreement Amendment), individuals who have a Deemed Severance from Employment under Code Section 414(u)(12)(B) during a period of uniformed services as defined in Code Section 3401(h)(2)(A) may elect to receive a distribution of Elective Deferrals and income allocable. If an individual receives a distribution due to a Deemed Severance from Employment, the individual may not make an Elective Deferral or Nondeductible Employee Contribution during the six-month period beginning on the date of the distribution.

MISCELLANEOUS

The Basic Plan Document section MISCELLANEOUS is modified by adding as the next numbered section to the end:

MILITARY SERVICE

Notwithstanding any provision of this Plan to the contrary, contributions, benefits, and service credit with respect to qualified military service will be provided in accordance with Code Section 414(u), including, but not limited to the following:

Part A. Benefit Accrual in the Case of Death or Disability Resulting From Active Military Service.

1. Benefit Accrual – If elected in the Adoption Agreement Amendment, for benefit accrual purposes, an individual who dies or becomes disabled on or after January 1, 2007, (or such later date as specified in the Adoption Agreement Amendment), while performing qualified military service (as defined in Code Section 414(u)) will be treated as if the individual resumed employment in accordance with the individual's reemployment rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), on the day preceding death or Disability (as applicable) and terminated employment on the actual date of death or Disability. If the Employer elects to treat an individual as having resumed employment as described above, subject to items (2) and (3) below, any full or partial compliance by the Plan with respect to the benefit accrual requirements will be treated for purposes of Code Section 414(u)(1) as if such compliance were required under USERRA.

2. Determination of Benefits – The amount of Nondeductible Employee Contributions and the amount of Elective Deferrals of an Employee treated as reemployed under Part A, item (1) for purposes of applying Code Section 414(u)(8)(C) will be determined on the basis of the individual's average actual Nondeductible Employee Contributions or Elective Deferrals for the lesser of:
 - a. the 12-month period of service with the Employer immediately prior to qualified military service (as defined in Code Section 414(u)), or
 - b. if service with the Employer is less than such 12 month period, the actual length of continuous service with the Employer.

Part B. Vesting in the Case of Disability Resulting From Active Military Service

Years of Vesting Service – If elected in the Adoption Agreement Amendment, for vesting purposes, an individual who becomes disabled on or after January 1, 2007, (or such later date as specified in the Adoption Agreement Amendment), while performing qualified military service (as defined in Code Section 414(u)) will be treated as if the individual resumed employment in accordance with the individual's reemployment rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), on the day preceding Disability and terminated employment on the actual date of Disability. If the Employer elects to treat an individual as having resumed employment as described above, subject to item (2) below, compliance by the Plan with respect to the vesting requirements will be treated for purposes of Code Section 414(u)(1) as if such compliance were required under USERRA.

Part C. Death Benefits

In the case of an individual Participant who dies on or after January 1, 2007, while performing qualified military service (as defined in Code Section 414(u)), the Participant's survivors are entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) provided under the Plan had the Participant resumed employment with the Employer and then terminated employment on account of death.

Worker, Retiree and Employer Recovery Act of 2008 (WRERA)

Basic Plan Document Amendment

The amendment of the Plan (hereinafter referred to as "the Amendment") is comprised of this Worker, Retiree and Employer Recovery Act of 2008 (WRERA) Basic Plan Document Amendment (the "Basic Plan Document Amendment") and the corresponding Adoption Agreement Amendment. The Amendment is intended to provide good faith compliance with WRERA and related guidance until the Plan is formally restated to incorporate such guidance. The Amendment is effective January 1, 2009, and such provisions apply to Plan operations during the period beginning on December 1, 2009, and ending on December 31, 2009. The IRS will not consider the Plan to have failed to operate in accordance with its terms merely because during the period beginning on January 1, 2009, and ending on November 30, 2009, the Plan's operation conflicted with the provisions of the Amendment pertaining to required minimum distributions (RMDs) for 2009.

DEFINITIONS

2009 RMD

2009 RMD is added to the Plan as a new defined term with the following definition:

Means a required minimum distribution that would have been distributed to a Participant or Beneficiary for 2009 but for the enactment of Code Section 401(a)(9)(H).

EXTENDED 2009 RMD

Extended 2009 RMD is added to the Plan as a new defined term with the following definition:

Means one or more payments in a series of substantially equal distributions (that include the 2009 RMD) made at least annually and expected to last for the life (or life expectancy) of the Participant and the Participant's designated Beneficiary, or for a period of at least 10 years.

ELIGIBLE ROLLOVER DISTRIBUTION

The Plan's definition of Eligible Rollover Distribution is modified by adding the following as a new paragraph to the end.

Notwithstanding the foregoing, solely for purposes of applying the Direct Rollover distribution provisions of the Plan, 2009 RMDs and Extended 2009 RMDs distributed for 2009 will be treated as Eligible Rollover Distributions, unless otherwise elected in the Adoption Agreement Amendment.

CONTRIBUTIONS

The Basic Plan Document Section titled Rollover is modified by adding the following to the end:

If the Plan allows rollover contributions, 2009 RMDs and Extended 2009 RMDs distributed for 2009 will be considered Eligible Rollover Distributions and may be rolled over to the Plan in accordance with this section and the Plan's existing rollover contribution elections.

DISTRIBUTIONS

The Basic Plan Document Section titled Required Minimum Distribution Requirements is modified by adding the following, as the next alphabetically ordered paragraph, to the end.

Temporary Waiver of Required Minimum Distribution Requirements

Notwithstanding anything in the Plan or the definition of Distribution Calendar Year to the contrary, Participants and Beneficiaries who would have been required to receive a 2009 RMD or Extended 2009 RMD but for the enactment of Code Section 401(a)(9)(H) will be given the choice to receive such distributions for 2009 unless otherwise indicated in the Adoption Agreement Amendment.

If a Participant or Beneficiary described above is allowed to remove their 2009 RMD or Extended 2009 RMD but does not elect to receive such amount, the 2009 RMD or Extended 2009 RMD will be retained in the Plan unless otherwise indicated in the Adoption Agreement Amendment.

In addition, notwithstanding anything in the Plan to the contrary, if a Beneficiary's balance is required to be distributed under Code Section 401(a)(9)(B)(ii), the five-year period described in such section shall be determined without regard to calendar year 2009.

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Review of Institutional Operating Budgets and Approval of Fiscal Year 2019 Institutional Capital Budgets

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the Fiscal Year 2019 institutional capital budgets.

STAFF MEMBER: Ed Magee

BACKGROUND:

West Virginia Code §18B-1B-4 requires the Commission to review institutional operating budgets and review and approve capital budgets for all governing boards under its jurisdiction, except the governing boards of Marshall University, West Virginia University, and the West Virginia School of Osteopathic Medicine. For the governing boards of Marshall University, West Virginia University, and the West Virginia School of Osteopathic Medicine, the Commission may review and comment upon the institutional operating budgets and capital budgets. The Commission's comments, if any, must be made part of the governing board's minute record.

The operating and capital budgets were submitted on forms prescribed by Commission staff. Together, the operating and capital budgets reflect all planned revenues and expenditures for Fiscal Year 2019. The historical operating data as well as operating and capital budget data for Fiscal Year 2018 are provided for comparison purposes. To provide a complete description of planned expenditures, debt principal payments are included in the capital budget.

The format for the Budget Analysis is similar to the format used to prepare institutional financial statements. The Income Before Other Revenues, Expenses, Gains or Losses reflects institutional income before capital grants, gifts and bond proceeds from the Commission. Capital grants, gifts and bond proceeds tend to be one-time non-recurring sources of revenue and are not reflective of trends. The effect of the OPEB liability and expense is also reflected in the budget.

The Capital Budget displays the funding sources and uses for institutional capital projects and other capital expenditures as well as debt financing. The capital projects are categorized investment criteria. The definitions for these categories are provided below.

The Budget Analysis includes federal and state grants and contracts. The actual revenues received may vary considerably from budgeted amounts because grant award processes are very competitive. Actual capital expenditures may also vary significantly from budgets because projects may be delayed for a variety of reasons. In addition, unanticipated building repairs may be required during a fiscal year.

A cash balance analysis is included for the current year to provide an analysis of the institutions' cash reserves. Cash balances as of the end of the third quarter of the previous and current year as well as the year end cash balances for both years are provided.

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Higher Education Policy Commission Community and Technical College System Capital Budget Definitions

Investment Criteria

“Asset Preservation” means projects that preserve or enhance the integrity of building systems or building structure, or campus infrastructure.

“Economic Operations” means projects that result in a reduction of annual operating costs or capital savings.

“Equipment” means movable capitalized equipment.

“Misc. Repairs and Alterations” means repair and alteration projects for less than \$100,000 for institutions with fewer than 10,000 students and \$1 million for institutions with more than 10,000 FTE.

“New Construction” means new facilities and/or additions adding new square feet and new infrastructure.

“Program Improvement” means projects that improve the functionality of space, primarily driven by academic, student life and athletic programs or departments. These projects are also issues of campus image and impact.

“Reliability” means issues of imminent failure or compromise to the system that may result in interruption to program or use of space.

“Safety/Code” means code compliance issues and institutional safety priorities or items that are not in conformance with current codes, even though the system is “grandfathered” and exempt from current code.

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
BLUEFIELD STATE COLLEGE
Operating Budget
(Dollars in Thousands)
FY 2019

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget	Percent Change
OPERATING REVENUES				
Tuition and Fees	\$3,941	\$5,191	\$5,646	9%
Grants and Contracts	5,809	7,091	4,541	-36%
Auxiliary Enterprises	706	930	988	6%
Service Agreement Revenues	0	0	0	0%
Other Operating Revenues	79	85	85	0%
TOTAL OPERATING REVENUES	10,535	13,297	11,260	-15%
OPERATING EXPENSES				
Salaries and Wages	8,011	12,648	12,588	0%
Benefits	2,069	3,236	3,119	-4%
Utilities	587	804	894	11%
Supplies and Other Services	3,334	4,757	2,984	-37%
Scholarships and Fellowships	1,841	1,116	1,030	-8%
Other Operating Expenses	0	0	0	0%
Cost of Services provided to other institutions	0	0	0	0%
Depreciation Expense	1,400	1,427	1,400	-2%
TOTAL OPERATING EXPENSES	17,242	23,988	22,015	-8%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	5,379	5,379	5,601	104%
Federal Pell Grants	3,592	3,952	4,000	101%
Gifts	0	0	0	0%
Interest on capital asset related debt	(3)	(5)	(5)	100%
Assessments by the Commission for Systems Debt	(41)	(41)	(41)	0%
Other Nonoperating revenues	10	0	0	0%
TOTAL NONOPERATING REVENUES AND EXPENSES	8,937	9,285	9,555	3%
Income Before Other Revenues, Expenses, Gains or Losses	2,230	(1,406)	(1,200)	
Capital Revenues	0	0	0	0%
Increase Decrease in Net Position	\$2,230	(\$1,406)	(\$1,200)	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	166	328	166	-49%
Income before other Revenues, Expenses, Gains or Losses without OPEB	\$2,064	(\$1,078)	(\$1,366)	27%
Beginning Net Position excluding OPEB	15,461	16,361	15,461	-6%
Ending Net Position excluding OPEB	17,857	15,283	14,427	-6%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$527	\$492	\$527	7%
Ending Nonexpendable Net Position	\$527	\$492	\$527	7%

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
BLUEFIELD STATE COLLEGE

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 50	\$ 50	0%
Other Financing	400	-	0%
Federal Grants	800	1,775	122%
State Support	-	850	0%
Current Revenue/Savings	400	-	0%
Total Funding Sources	1,650	2,675	62%
Uses by Project Category:			
Reliability	-	850	0%
Safety/Code	800	850	106%
Program Improvement	-	225	0%
Equipment	800	700	-13%
Total Uses	1,600	2,625	64%
Debt Financing			
Bond Principal Payment	46	46	0%
Total Debt Financing Costs	46	46	0%
Balances			
Beginning Investment in Plant	16,992	15,102	-11%
Beginning Long Term Plant Debt	143	102	-29%
Beginning Net Investment In Plant	16,849	15,000	-11%
Total Additions to Plant Facilities	1,600	2,625	64%
Depreciation	1,427	1,400	-2%
Net Change in Long Term Debt	46	41	-11%
Ending Net Investment in Plant	16,976	16,184	-5%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
BLUEFIELD STATE COLLEGE**

	April 30, 2017	June 30, 2017	April 30, 2018	Projected June 30, 2018
Cash Balance - Current Assets	\$2,304,189	\$952,397	\$3,146,996	\$1,125,000
Annual Operating Expenses	\$22,361,338	\$22,361,338	\$24,635,196	\$22,018,847
Number of Days cash on hand	10	23	8	20

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Concord University
Operating Budget
(Dollars in Thousands)
FY 2019

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget	Percent Change
OPERATING REVENUES	(03-31-18)			
Tuition and Fees	\$7,149,553	\$8,095,671	\$8,627,201	7%
Grants and Contracts	6,925,855	8,984,799	8,955,400	0%
Auxiliary Enterprises	6,473,547	7,968,869	8,224,098	3%
Service Agreement Revenues	0	0	0	0%
Other Operating Revenues	586,028	971,131	971,287	0%
TOTAL OPERATING REVENUES	21,134,983	26,020,470	26,777,986	3%
OPERATING EXPENSES				
Salaries and Wages	11,656,981	16,232,975	16,638,772	2%
Benefits	2,986,232	4,376,058	4,529,412	4%
Utilities	1,391,776	1,817,871	1,886,621	4%
Supplies and Other Services	6,554,679	10,538,604	10,404,448	-1%
Scholarships and Fellowships	3,494,087	2,755,960	2,955,450	7%
Other Operating Expenses	88,807	152,794	28,000	-82%
Cost of Services provided to other institutions	0	0	0	0%
Depreciation Expense	1,846,515	2,578,143	2,578,143	0%
TOTAL OPERATING EXPENSES	28,019,077	38,452,405	39,020,846	1%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	5,965,215	8,278,077	8,552,843	3%
Federal Pell Grants	4,341,677	4,376,677	4,376,677	0%
Gifts	0	0	0	0%
Interest on capital asset related debt	(427,881)	(616,648)	(746,587)	21%
Assessments by the Commission for Systems Debt	(6,514)	(13,182)	(13,182)	0%
Other Nonoperating revenues	288,498	283,111	283,111	0%
TOTAL NONOPERATING REVENUES AND EXPENSES	10,160,995	12,308,035	12,452,862	1%
Income Before Other Revenues, Expenses, Gains or Losses	3,276,901	(123,900)	210,002	
Capital Revenues	10,000	12,448	15,000	
Increase Decrease in Net Position	\$3,286,901	(\$111,452)	\$225,002	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	194,579	259,438	259,438	0%
Income before other Revenues, Expenses, Gains or Losses without OPEB	\$3,471,480	\$135,538	\$469,440	246%
Beginning Net Position excluding OPEB	42,351,333	42,351,333	42,486,871	0%
Ending Net Position excluding OPEB	45,832,813	42,486,871	42,956,311	1%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$0	\$0	\$0	
Ending Nonexpendable Net Position	\$0	\$0	\$0	

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
Concord University**

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 2,952,305	\$ 750,248	-75%
Current Revenue/Savings	844,788	844,788	0%
Rent/Rent Savings	24,000	24,000	
Total Funding Sources	3,821,093	1,619,036	-58%
Uses by Project Category:			
Retainages & AP from FY 17	1,883,996	-	
	1,883,996	-	
New Construction	763,747	-	
Miscellaneous Capital Repairs and Alterations	371,424	495,522	
Equipment	51,678	6,200	
Total Uses	1,186,849	501,722	-58%
Debt Financing			
Bond Principal Payment	(340,000)	(355,000)	
HEPC Loan	(200,000)	(100,000)	
Lease Principal Payment	(346,149)	(357,261)	
Total Debt Financing Costs	(886,149)	(812,261)	-8%
Balances			
Beginning Investment in Plant	63,344,842	61,953,548	-2%
Beginning Long Term Plant Debt	(20,857,195)	(19,971,046)	-4%
Beginning Net Investment In Plant	42,487,647	41,982,502	-1%
Total Additions to Plant Facilities	1,186,849	501,722	-58%
Depreciation	(2,578,143)	(2,578,143)	0%
Net Change in Long Term Debt	(886,149)	(812,261)	-8%
Ending Net Investment in Plant	47,138,788	45,874,628	-3%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
Concord University**

	March 31, 2017	June 30, 2017	March 31, 2018	Projected June 30,2018
Cash Balance - Current Assets	\$4,292,436	\$2,343,248	\$4,660,929	\$2,890,571
Annual Operating Expense Budget (1)	\$28,007,487	\$36,109,036	\$24,868,072	\$36,183,265
Number of Days cash on hand	56	24	68	29

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Fairmont State University
Operating Budget - Includes Unrestricted, Restricted and Auxiliary Funds
(Dollars in Thousands)
FY 2019

Unrestricted Budget has Not Yet Been Approved

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget	Percent Change
OPERATING REVENUES				
Tuition and Fees	\$25,844	\$26,983	\$29,672	10%
Grants and Contracts	\$26,732	\$32,863	\$32,846	0%
Auxiliary Enterprises	\$7,588	\$8,651	\$8,928	3%
Service Agreement Revenues	\$7,129	\$9,366	\$8,423	-10%
Other Operating Revenues	\$501	\$331	\$551	66%
TOTAL OPERATING REVENUES	67,794	78,194	80,420	3%
OPERATING EXPENSES				
Salaries and Wages	18,241	28,626	29,188	2%
Benefits	4,253	7,103	7,112	0%
Utilities	1,742	2,321	2,274	-2%
Supplies and Other Services	8,874	13,870	14,188	2%
Scholarships and Fellowships	36,666	44,724	42,408	-5%
Other Operating Expenses	0	0	0	0%
Cost of Services provided by other institutions	582	1,020	366	-64%
Assessments by the Commission for operations	135	186	186	0%
Depreciation Expense	0	0	0	0%
TOTAL OPERATING EXPENSES	70,493	97,850	95,722	-2%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	9,768	14,579	15,112	4%
Federal Pell Grants	6,504	10,000	7,500	-25%
Gifts	5	4	377	9325%
Interest on capital asset related debt	(31)	(13)	0	-100%
Assessments by the Commission for Systems Debt	0	0	0	0%
Other Nonoperating revenues	(1,650)	(1,925)	(1,925)	0%
TOTAL NONOPERATING REVENUES AND EXPENSES	14,596	22,645	21,064	-7%
Income Before Other Revenues, Expenses, Gains or Losses	11,897	2,989	5,762	
Capital Revenues	0	0	0	0%
Transfers and Capitalized Expenditures	(\$2,596)	(\$5,291)	(\$5,854)	
Increase Decrease in Net Position	\$9,301	(\$2,302)	(\$92)	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	0	0	0	0%
Income before other Revenues, Expenses, Gains or Losses without OPEB	\$9,301	(\$2,302)	(\$92)	-96%
Beginning Net Position excluding OPEB	81,754	81,754	79,452	-3%
Ending Net Position excluding OPEB	91,055	79,452	79,360	0%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$0	\$0	\$0	
Ending Nonexpendable Net Position	\$0	\$0	\$0	

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Fairmont State University
Capital Budget
Dollars in Thousands

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 2,010	\$ 1,520	76%
HEPC Bond Proceeds - EAST Bond Refinancing Funding	-	600	100%
Other Financing	375	-	-100%
Current Revenue/Savings - Use of Unrestricted Net Asset Reserves	125	585	368%
Total Funding Sources	2,510	2,705	108%
Uses by Project Category:			
Asset Preservation	1,095	350	32%
Reliability	360	1,425	396%
Safety/Code	185	-	-100%
Program Improvement	370	345	93%
New Construction	500	585	-100%
Total Uses	2,510	2,705	8%
Debt Financing			
Bond Principal Payment	(3,181)	(3,294)	104%
HEPC Debt Liability	(133)	(139)	
Lease Principal Payment	(14)	-	100%
Total Debt Financing Costs	(3,328)	(3,433)	3%
Balances			
Beginning Investment in Plant	135,723	132,926	-2%
Beginning Long Term Plant Debt	77,348	71,984	-7%
Beginning Net Investment In Plant	58,375	60,942	4%
Total Additions to Plant Facilities	1,703	2,023	19%
Depreciation	4,500	4,500	0%
Net Change in Long Term Debt	(3,328)	(3,433)	3%
Ending Net Investment in Plant	58,906	61,898	5%

Educational and General Assets including Infrastructure funded assets are shared assets owned by both Fairmont State University and Pierpont Community and Technical College.

The shared ownership is defined by the Separation of Assets and Liabilities Agreement between the Board of Governor's of Fairmont State University and the Board of Governor's of Pierpont C&TC.

The assets are allocated on the basis of the ten year average percentage of FTE. For fiscal year 2018, the percentage allocation is Fairmont (67.84%) and Pierpont (32.16%).

Based on the fiscal year 2018 allocation percentage, Pierpont's ownership in the E&G Capital projects for fiscal year 2018 of \$2,510,000 is estimated at \$807,216.

Based on the fiscal year 2018 allocation percentage, Pierpont's ownership in the E&G Capital projects for fiscal year 2019 of \$2,120,000 is estimated at \$681,792.

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances -In Thousands
Fairmont State University**

	April 30, 2017	June 30, 2017	April 30, 2018	Projected June 30, 2018
Cash Balance - Current Assets	\$29,091	\$28,566	\$27,796	\$28,046
Annual Operating Expense Budget (1)	\$97,850	\$97,850	\$97,850	\$95,752
Number of Days cash on hand	109	107	104	107

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Glenville State College
Operating Budget
(Dollars in Thousands)
FY 2019**

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget	Percent Change
OPERATING REVENUES				
Tuition and Fees	\$8,598	\$9,940	\$13,090	32%
Grants and Contracts	333	384	655	71%
Auxiliary Enterprises	6,225	7,197	7,119	-1%
Service Agreement Revenues	0	0	0	
Other Operating Revenues	908	1,050	676	-36%
TOTAL OPERATING REVENUES	16,064	18,571	21,540	16%
OPERATING EXPENSES				
Salaries and Wages	8,588	8,928	10,162	14%
Benefits	2,321	2,413	3,049	26%
Utilities	1,051	1,171	1,430	22%
Supplies and Other Services	2,805	2,707	3,803	40%
Scholarships and Fellowships	3,005	3,191	2,350	-26%
Other Operating Expenses	1,474	3,126	2,007	-36%
Cost of Services provided to other institutions	0	0	0	
Depreciation Expense	2,520	2,520	2,450	-3%
TOTAL OPERATING EXPENSES	21,764	24,056	25,251	5%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	4,775	5,622	5,886	5%
Federal Pell Grants	0	0	0	
Gifts	0	0	0	
Interest on capital asset related debt	(1,544)	(2,163)	(1,770)	-18%
Assessments by the Commission for Systems Debt	0	0	0	
Other Nonoperating revenues	0	0	0	
TOTAL NONOPERATING REVENUES AND EXPENSES	3,231	3,459	4,116	19%
Income Before Other Revenues, Expenses, Gains or Losses	(2,469)	(2,026)	405	
Capital Revenues		0		
Increase Decrease in Net Position	(\$2,469)	(\$2,026)	\$405	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	0	360	0	-100%
Income before other Revenues, Expenses, Gains or Losses without OPEB	(\$2,469)	(\$1,666)	\$405	-124%
Beginning Net Position excluding OPEB	0	109	(1,567)	-1538%
Ending Net Position excluding OPEB	(2,469)	(1,557)	(1,162)	-25%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$0	\$0	\$0	
Ending Nonexpendable Net Position	\$0	\$0	\$0	

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
Glenville State College

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 50,000	\$ 500,000	900%
HEPC Bond Proceeds	8,000,000	900,000	
Institutional Bond Proceeds	2,000,000	1,416,000	
Gifts	100,000	700,000	
Grants	150,000	-	
Current Revenue/Savings	2,100,000	2,450,000	17%
Total Funding Sources	12,400,000	5,966,000	-52%
Uses by Project Category:			
Reliability	300,000		
Safety/Code	200,000	880,000	
Economic Operations	600,000		
Program Improvement	800,000	760,000	
New Construction	10,000,000	1,100,000	
Miscellaneous Capital Repairs and Alterations	500,000	1,569,000	
Equipment	1,500,000	-	
Total Uses	13,900,000	4,309,000	-69%
Debt Financing			
New Bond Debt	2,000,000	-	
Bond Principal Payment	(840,000)	-	
Lease Principal Payment	(50,000)	(50,000)	
Total Debt Financing Costs	1,110,000	(50,000)	-105%
Balances			
Beginning Investment in Plant	1,407,320,000		-100%
Beginning Long Term Plant Debt	529,330,000	-	-100%
Beginning Net Investment In Plant	877,990,000	-	-100%
Total Additions to Plant Facilities	13,900,000	4,309,000	-69%
Depreciation	2,520,000	2,450,000	-3%
Net Change in Long Term Debt	1,110,000	(50,000)	-105%
Ending Net Investment in Plant	888,260,000	1,909,000	-100%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
Glenville State College**

	April 30, 2017	June 30, 2017	April 30, 2018	Projected June 30,2018
Cash Balance - Current Assets	\$900,000	\$1,100,000	\$3,207,684	\$1,500,000
Annual Operating Expense Budget (1)	\$21,356,000	\$21,536,000	\$17,783,000	\$19,645,000
Number of Days cash on hand	15	19	66	28

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Marshall University
Operating Budget
(Dollars in Thousands)
FY 2019

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget	Percent Change
OPERATING REVENUES				
Tuition and Fees	\$79,004	\$83,020	\$83,051	0%
Grants and Contracts	53,057	66,486	73,884	11%
Auxiliary Enterprises	26,786	32,715	32,155	-2%
Service Agreement Revenues	0	0	0	0%
Other Operating Revenues	6,766	8,171	9,436	15%
TOTAL OPERATING REVENUES	165,613	190,392	198,526	4%
OPERATING EXPENSES				
Salaries and Wages	95,428	132,006	138,928	5%
Benefits	26,183	37,347	40,218	8%
Utilities	6,972	12,011	11,310	-6%
Supplies and Other Services	46,602	60,114	70,309	17%
Scholarships and Fellowships	21,892	18,088	16,072	-11%
Other Operating Expenses	(121)	1,885	1,155	-39%
Cost of Services provided to other institutions	0	0	0	0%
Depreciation Expense	12,105	17,000	16,500	-3%
TOTAL OPERATING EXPENSES	209,061	278,451	294,492	6%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	45,267	62,400	64,450	3%
Federal Pell Grants	17,561	17,000	18,500	9%
Gifts	1,565	508	570	12%
Interest on capital asset related debt	(2,879)	(4,110)	(3,702)	-10%
Assessments by the Commission for Systems Debt	(419)	(485)	(501)	3%
Other Nonoperating revenues	6,858	3,465	5,031	45%
TOTAL NONOPERATING REVENUES AND EXPENSES	67,953	78,778	84,348	7%
Income Before Other Revenues, Expenses, Gains or Losses	24,505	(9,281)	(11,618)	
Capital Revenues	4,219	0	1,200	
Increase Decrease in Net Position	\$28,724	(\$9,281)	(\$10,418)	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	315	2,785	2,780	0%
Income before other Revenues, Expenses, Gains or Losses without OPEB	\$24,820	(\$6,496)	(\$8,838)	36%
Beginning Net Position excluding OPEB	472,009	472,009	468,298	-1%
Ending Net Position excluding OPEB	501,048	465,513	459,460	-1%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$15,176	\$15,176	\$15,176	
Ending Nonexpendable Net Position	\$15,176	\$15,176	\$15,176	

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
Marshall University

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ -	\$ 850,000	0%
HEPC Bond Proceeds	-	1,200,000	0%
Current Revenue/Savings	4,850,000	1,125,000	-77%
Total Funding Sources	4,850,000	3,175,000	-35%
Uses by Project Category:			
Reliability	350,000		
Safety/Code	-	1,000,000	
Miscellaneous Capital Repairs and Alterations	1,500,000	1,450,000	
Equipment	3,000,000	725,000	
Total Uses	4,850,000	3,175,000	-35%
Debt Financing			
Bond Principal Payment	(3,804,018)	(3,853,107)	
Lease Principal Payment	(1,461,148)	(1,281,613)	
Total Debt Financing Costs	(5,265,166)	(5,134,720)	-2%
Balances			
Beginning Investment in Plant	438,755,738	426,605,738	-3%
Beginning Long Term Plant Debt	158,585,180	153,320,014	-3%
Beginning Net Investment In Plant	280,170,558	273,285,724	-2%
Total Additions to Plant Facilities	4,850,000	3,175,000	-35%
Depreciation	17,000,000	17,000,000	0%
Net Change in Long Term Debt	(5,265,166)	(5,134,720)	-2%
Ending Net Investment in Plant	273,285,724	264,595,444	-3%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
Marshall University**

	March 31, 2017	June 30, 2017	March 31, 2018	Projected June 30, 2018
Cash Balance - Current Assets	\$88,609,301	\$77,878,801	\$91,475,999	\$80,398,345
Annual Operating Expense Budget (1)	\$262,282,340	\$262,282,340	\$257,916,062	\$257,916,062
Number of Days cash on hand	123	108	129	114

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Shepherd University
Operating Budget
(Dollars in Thousands)
FY 2019

	FY 2018 YTD Actual as of 03.31.18	FY 2018 Budget	FY2019 Budget	Percent Change
OPERATING REVENUES				
Tuition and Fees	\$15,011	\$16,915	\$14,734	-13%
Grants and Contracts	4,877	5,685	5,622	-1%
Auxiliary Enterprises	13,642	15,250	11,024	-28%
Service Agreement Revenues	0	20	24	20%
Other Operating Revenues	977	529	330	-38%
TOTAL OPERATING REVENUES	<u>34,507</u>	<u>38,399</u>	<u>31,734</u>	-17%
OPERATING EXPENSES				
Salaries and Wages	20,522	28,599	26,012	-9%
Benefits	4,818	5,530	5,871	6%
Utilities	2,330	2,951	2,667	-10%
Supplies and Other Services	9,523	11,267	7,720	-31%
Scholarships and Fellowships	2,418	3,075	2,270	-26%
Other Operating Expenses	0	0	0	
Cost of Services provided to other institutions	0	0	0	
Depreciation Expense	5,304	7,250	6,500	-10%
TOTAL OPERATING EXPENSES	<u>44,915</u>	<u>58,672</u>	<u>51,040</u>	-13%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	7,021	9,361	9,672	3%
Federal Pell Grants	4,968	5,400	5,000	-7%
Gifts	1,342	1,500	1,600	7%
Interest on capital asset related debt	(1,737)	(1,435)	(1,374)	-4%
Assessments by the Commission for Systems Debt	(176)	(38)	(39)	3%
Other Nonoperating revenues	83	35	181	417%
TOTAL NONOPERATING REVENUES AND EXPENSES	<u>11,501</u>	<u>14,823</u>	<u>15,040</u>	1%
Income Before Other Revenues, Expenses, Gains or Losses	<u>1,093</u>	<u>(5,450)</u>	<u>(4,266)</u>	-22%
Capital Revenues	0	0	0	
Increase Decrease in Net Position	<u>\$2,759</u>	<u>(\$5,450)</u>	<u>(\$4,266)</u>	-22%
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	<u>779</u>	<u>(645)</u>	*data unavailable	
Income before other Revenues, Expenses, Gains or Losses without OPEB	<u>(\$2,783)</u>	<u>(\$6,095)</u>		
Beginning Net Position excluding OPEB	108,513	105,730		
Ending Net Position excluding OPEB	105,730	99,635		
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$100,000	\$100,000		
Ending Nonexpendable Net Position	\$100,000	\$100,000		

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
Shepherd University**

Description		Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding				
Funding Sources:				
	Cash Balances	\$ 2,595,210	\$ 3,706,311	43%
	Gifts	220,000	50,000	-77%
	Current Revenue/Savings	-	2,277,988	100%
	Total Funding Sources	2,815,210	6,034,299	114%
Uses by Project Category:				
	Reliability	166,000	500,000	201%
	Safety/Code		850,000	100%
	Economic Operations	100,000	750,000	650%
	Program Improvement	170,000	75,000	-56%
	Miscellaneous Capital Repairs and Alterations	586,000		-100%
	Total Uses	1,022,000	2,175,000	113%
Debt Financing				
	Bond Principal Payment	(1,625,183)	(1,680,678)	3%
	Lease Principal Payment	(144,649)	(147,073)	2%
	Total Debt Financing Costs	(1,769,832)	(1,827,752)	3%
Balances				
	Beginning Investment in Plant	126,716,045	119,149,887	-6%
	Beginning Long Term Plant Debt	41,615,460	38,507,302	-7%
	Beginning Net Investment In Plant	85,100,585	80,642,585	-5%
	Total Additions to Plant Facilities	1,022,000	2,175,000	113%
	Depreciation	7,250,000	6,500,000	-10%
	Net Change in Long Term Debt	(1,770,000)	(1,827,752)	3%
	Ending Net Investment in Plant	80,642,585	78,145,337	-3%

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
Shepherd University

	April 30, 2017	June 30, 2017	April 30, 2018	Projected June 30, 2018
Cash Balance - Current Assets	\$18,518,000	\$14,566,000	\$15,705,000	\$11,407,000
Annual Operating Expenses	\$48,067,000	\$51,714,122	\$50,752,000	\$51,829,000
Number of Days cash on hand	141	111	113	80

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
West Liberty University
Operating Budget
(Dollars in Thousands)
FY 2019

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget	Percent Change
OPERATING REVENUES				
Tuition and Fees	\$15,917	\$16,300	\$16,094	-1%
Grants and Contracts	3,673	4,546	4,546	0%
Auxiliary Enterprises	11,629	11,000	11,500	5%
Service Agreement Revenues	0	0	0	0%
Other Operating Revenues	469	351	351	0%
TOTAL OPERATING REVENUES	<u>31,688</u>	<u>32,197</u>	<u>32,491</u>	1%
OPERATING EXPENSES				
Salaries and Wages	16,521	17,200	17,700	3%
Benefits	4,226	4,400	4,400	0%
Utilities	1,988	2,000	2,079	4%
Supplies and Other Services	9,524	9,000	8,500	-6%
Scholarships and Fellowships	4,364	4,800	5,200	8%
Other Operating Expenses	300	300	250	-17%
Cost of Services provided to other institutions	0	0	0	0%
Depreciation Expense	3,000	1,000	3,000	200%
TOTAL OPERATING EXPENSES	<u>39,923</u>	<u>38,700</u>	<u>41,129</u>	6%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	7,593	7,593	7,823	3%
Federal Pell Grants	3,842	3,600	3,600	0%
Gifts	0	0	0	0%
Interest on capital asset related debt	(391)	(380)	(356)	-6%
Assessments by the Commission for Systems Debt	(252)	(252)	(224)	-11%
Other Nonoperating revenues	<u>30</u>	<u>30</u>	<u>44</u>	47%
TOTAL NONOPERATING REVENUES AND EXPENSES	<u>10,822</u>	<u>10,591</u>	<u>10,887</u>	3%
Income Before Other Revenues, Expenses, Gains or Losses	<u>2,587</u>	<u>4,088</u>	<u>2,249</u>	
Capital Revenues	0	0	0	
Increase Decrease in Net Position	<u>\$2,587</u>	<u>\$4,088</u>	<u>\$2,249</u>	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	<u>(200)</u>	<u>(200)</u>	<u>(200)</u>	0%
Income before other Revenues, Expenses, Gains or Losses without OPEB	<u>\$2,387</u>	<u>\$3,888</u>	<u>\$2,049</u>	-47%
Beginning Net Position excluding OPEB	55,039	61,186	57,426	-6%
Ending Net Position excluding OPEB	57,426	65,074	59,475	-9%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$0	\$0	\$0	
Ending Nonexpendable Net Position	\$0	\$0	\$0	

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
West Liberty University

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 350,000	\$ 350,000	0%
Other Financing		1,500,000	
Gifts		1,000,000	
Total Funding Sources	350,000	2,850,000	714%
Uses by Project Category:			
Safety/Code	100,000	100,000	
New Construction		2,500,000	
Miscellaneous Capital Repairs and Alterations	250,000	250,000	
Total Uses	350,000	2,850,000	714%
Debt Financing			
Bond Principal Payment	(1,220,000)	(1,265,000)	
Total Debt Financing Costs	(1,220,000)	(1,265,000)	4%
Balances			
Beginning Investment in Plant	70,089,673	72,514,094	3%
Beginning Long Term Plant Debt	18,013,761	17,994,207	0%
Beginning Net Investment In Plant	52,075,912	50,684,619	-3%
Total Additions to Plant Facilities	248,707	2,850,000	1046%
Depreciation	2,860,000	2,945,800	3%
Net Change in Long Term Debt	(1,220,000)	(1,265,000)	4%
Ending Net Investment in Plant	50,684,619	51,853,819	2%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
West Liberty University**

	April 30, 2017	June 30, 2017	April 30, 2018	Projected June 30,2018
Cash Balance - Current Assets	\$12,576,000	\$9,118,039	\$14,447,448	\$9,389,487
Annual Operating Expense Budget (1)	\$37,435,781	\$37,435,781	\$39,640,759	\$39,640,759
Number of Days cash on hand	123	89	133	86

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
West Virginia State University
Operating Budget
(Dollars in Thousands)
FY 2019

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget	Percent Change
OPERATING REVENUES				
Tuition and Fees	\$13,512	\$16,475	\$17,298	5%
Grants and Contracts	3,383	4,592	4,821	5%
Auxiliary Enterprises	4,966	6,578	6,906	5%
Service Agreement Revenues	105	117	121	3%
Other Operating Revenues	678	2,157	2,265	5%
TOTAL OPERATING REVENUES	<u>22,644</u>	<u>29,918</u>	<u>31,412</u>	5%
OPERATING EXPENSES				
Salaries and Wages	13,514	18,269	18,817	3%
Benefits	3,376	4,471	4,605	3%
Utilities	1,726	1,827	1,882	3%
Supplies and Other Services	9,440	6,897	7,104	3%
Scholarships and Fellowships	2,553	3,204	3,300	3%
Other Operating Expenses				
Cost of Services provided to other institutions				
Depreciation Expense				
TOTAL OPERATING EXPENSES	<u>30,609</u>	<u>34,669</u>	<u>35,709</u>	3%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	11,100	10,303	10,612	3%
Federal Pell Grants	4,961	5,768	5,941	3%
Gifts				
Interest on capital asset related debt	(368)	(2,166)	(2,231)	3%
Assessments by the Commission for Systems Debt				
Other Nonoperating revenues	<u>2</u>	<u>2</u>	<u>2</u>	3%
TOTAL NONOPERATING REVENUES AND EXPENSES	<u>15,695</u>	<u>13,907</u>	<u>14,324</u>	3%
Income Before Other Revenues, Expenses, Gains or Losses	<u>7,730</u>	<u>9,156</u>	<u>10,027</u>	
Capital Revenues		8,000		
Increase Decrease in Net Position	<u>\$7,730</u>	<u>\$17,156</u>	<u>\$10,027</u>	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	<u>0</u>	<u>32,880</u>	<u>33,866</u>	3%
Income before other Revenues, Expenses, Gains or Losses without OPEB	<u>\$7,730</u>	<u>\$42,036</u>	<u>\$43,894</u>	4%
Beginning Net Position excluding OPEB	1,115	9,160	51,196	459%
Ending Net Position excluding OPEB	8,845	51,196	95,090	86%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$0		\$0	
Ending Nonexpendable Net Position	\$0		\$0	

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
West Virginia State University

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 20,000	\$ 100,000	400%
HEPC Bond Proceeds	-	1,000,000	
Current Revenue/Savings	931,000	650,000	-30%
Total Funding Sources	951,000	1,750,000	84%
Uses by Project Category:			
Miscellaneous Capital Repairs and Alterations	465,000	1,000,000	
Equipment	465,000	450,000	
Total Uses	930,000	1,450,000	56%
Debt Financing			
Total Debt Financing Costs	-	-	
Balances			
Beginning Investment in Plant	1,841,500	2,771,500	51%
Beginning Long Term Plant Debt	-	-	
Beginning Net Investment In Plant	1,841,500	2,771,500	51%
Total Additions to Plant Facilities	930,000	1,450,000	56%
Depreciation	-	-	
Net Change in Long Term Debt	-	-	
Ending Net Investment in Plant	2,771,500	4,221,500	52%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
West Virginia State University**

	April 30, 2017	June 30, 2017	April 30, 2018	Projected June 30,2018
Cash Balance - Current Assets	\$1,682,488	\$1,894,539	\$3,200,432	\$1,950,000
Annual Operating Expense Budget (1)	\$37,295,470	\$37,295,470	\$34,669,000	\$34,669,000
Number of Days cash on hand	16	19	34	21

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
West Virginia University
Operating Budget
(Dollars in Thousands)
FY 2019

	FY 2018	FY 2018	FY 2019	Percent
	YTD (3/31/2018) Unaudited Actual	Budget	Budget	Change
OPERATING REVENUES				
Tuition and Fees	\$298,579	\$420,957	\$441,614	5%
Grants and Contracts	139,537	174,752	190,126	9%
Auxiliary Enterprises	114,586	151,995	150,280	-1%
Service Agreement Revenues	188	0	0	
Other Operating Revenues	22,268	38,020	31,165	-18%
TOTAL OPERATING REVENUES	575,158	785,724	813,185	3%
OPERATING EXPENSES				
Salaries and Wages	389,326	504,266	540,811	7%
Benefits	119,439	147,182	165,358	12%
Utilities	22,934	32,138	32,288	0%
Supplies and Other Services	165,283	228,293	219,334	-4%
Scholarships and Fellowships	33,736	42,480	38,000	-11%
Other Operating Expenses	3,330	6,407	3,683	-43%
Cost of Services provided to other institutions	0	0	0	
Depreciation Expense	57,077	71,342	73,115	2%
TOTAL OPERATING EXPENSES	791,125	1,032,108	1,072,589	4%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	131,202	171,902	180,844	5%
Federal Pell Grants	22,694	30,436	30,436	0%
Gifts	30,635	58,778	58,400	-1%
Interest on capital asset related debt	(19,564)	(27,595)	(28,828)	4%
Assessments by the Commission for Systems Debt	(6,335)	(6,316)	(6,350)	1%
Other Nonoperating revenues	8,361	5,598	2,250	-60%
TOTAL NONOPERATING REVENUES AND EXPENSES	166,993	232,803	236,752	2%
Income Before Other Revenues, Expenses, Gains or Losses	(48,974)	(13,581)	(22,652)	
Capital Revenues	23,993	2,000	7,097	
Increase Decrease in Net Position	(\$24,981)	(\$11,581)	(\$15,555)	
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	4,758	7,000	13,253	89%
Income before other Revenues, Expenses, Gains or Losses without OPEB	(\$44,216)	(\$6,581)	(\$9,399)	43%
Beginning Net Position excluding OPEB	1,194,485	1,194,485	1,174,262	-2%
Ending Net Position excluding OPEB	1,174,262	1,187,904	1,164,863	-2%
NONEXPENDABLE NET POSITION				
Beginning Nonexpendable Net Position	\$17,803	\$17,803	\$18,921	
Ending Nonexpendable Net Position	\$18,921	\$18,921		

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
West Virginia University

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 18,649,063	\$ 9,928,000	-47%
Institutional Bond Proceeds	32,033,497	28,864,000	-10%
Gifts	2,337,400	2,255,000	-4%
Federal Grants	-	13,390,000	
Current Revenue/Savings	41,022,600	23,166,000	-44%
Rent/Rent Savings	340,000	-	-100%
Total Funding Sources	94,382,560	77,603,000	-18%
Uses by Project Category:			
Asset Preservation	10,869,455	8,937,000	-18%
Reliability	21,203,305	17,434,000	-18%
Safety/Code	995,046	818,000	-18%
Program Improvement	19,769,301	-	-100%
New Construction	3,133,031	28,686,000	816%
Miscellaneous Capital Repairs and Alterations	13,869,076	11,723,000	-15%
Equipment	24,543,346	10,005,000	-59%
Total Uses	94,382,560	77,603,000	-18%
Debt Financing			
New Bond Debt	-	20,000,000	
Bond Principal Payment	(17,920,572)	(18,756,000)	5%
Lease Liability	20,464,000	22,850,000	12%
Lease Principal Payment	2,646,000	2,418,000	-9%
Total Debt Financing Costs	5,189,428	26,512,000	411%
Balances			
Beginning Investment in Plant	1,971,366,000	2,137,090,560	8%
Beginning Long Term Plant Debt	728,317,000	733,506,428	1%
Beginning Net Investment In Plant	1,243,049,000	1,403,584,131	13%
Total Additions to Plant Facilities	94,382,560	77,603,000	-18%
Depreciation	71,342,000	73,115,000	2%
Net Change in Long Term Debt	5,189,428	26,512,000	411%
Ending Net Investment in Plant	1,260,900,131	1,381,560,131	10%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances
West Virginia University**

	March 31, 2017	June 30, 2017	March 31, 2018	Projected June 30, 2018
Fiscal Year End Unrestricted Cash Balance	\$179,769	\$168,816	\$168,241	\$176,775
Adjusted Total Expense	\$752,138	\$1,007,140	\$756,489	\$1,020,433
Days of Cash on Hand (without OPEB, Pension and depreciation)	87	61	81	63

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
West Virginia School of Osteopathic Medicine
Operating Budget**

FY 2019

	FY 2018 YTD Actual	FY 2018 Budget	FY 2019 Budget
OPERATING REVENUES			
Tuition and Fees	\$36,431,772	\$36,913,276	\$36,894,514
Grants and Contracts	1,531,848	1,950,394	2,096,868
Auxiliary Enterprises	272,333	551,212	551,212
Service Agreement Revenues	0	0	0
Other Operating Revenues	909,682	372,077	500,000
TOTAL OPERATING REVENUES	<u>39,145,635</u>	<u>39,786,959</u>	<u>40,042,594</u>
OPERATING EXPENSES			
Salaries and Wages	17,651,373	23,970,078	24,995,425
Benefits	3,768,452	5,522,060	5,520,284
Utilities	913,188	1,511,306	1,514,306
Supplies and Other Services	9,674,109	14,443,966	14,525,924
Scholarships and Fellowships	617,837	617,837	760,500
Other Operating Expenses	193,580	0	0
Cost of Services provided to other institutions	0	0	0
Depreciation Expense	3,085,338	4,161,553	4,257,766
TOTAL OPERATING EXPENSES	<u>35,903,877</u>	<u>50,226,800</u>	<u>51,574,205</u>
NONOPERATING REVENUES AND EXPENSES			
State Appropriations	5,692,508	7,188,010	7,391,690
Federal Pell Grants	0	0	0
Gifts	0	0	0
Interest on capital asset related debt	0	0	0
Assessments by the Commission for Systems Debt	0	0	0
Other Nonoperating revenues	<u>389,935</u>	<u>123,000</u>	<u>338,200</u>
TOTAL NONOPERATING REVENUES AND EXPENSES	<u>6,082,443</u>	<u>7,311,010</u>	<u>7,729,890</u>
Income Before Other Revenues, Expenses, Gains or Losses	<u>9,324,201</u>	<u>(3,128,831)</u>	<u>(3,801,721)</u>
Capital Revenues		0	
Increase Decrease in Net Position	<u>\$9,324,201</u>	<u>(\$3,128,831)</u>	<u>(\$3,801,721)</u>
Impact of OPEB on income before other Revenues, Expenses, Gains or Losses	<u>2,040,461</u>	<u>2,268,931</u>	<u>2,196,295</u>
Income before other Revenues, Expenses, Gains or Losses without OPEB	<u>\$11,364,662</u>	<u>(\$859,900)</u>	<u>(\$1,605,426)</u>
Beginning Net Position excluding OPEB	125,249,596	101,459,546	100,599,646
Ending Net Position excluding OPEB	136,614,258	100,599,646	98,994,220
NONEXPENDABLE NET POSITION			
Beginning Nonexpendable Net Position	\$0	\$0	\$0
Ending Nonexpendable Net Position	\$0	\$0	\$0

Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Capital Budget
West Virginia School of Osteopathic Medicine

Description	Budget FY 2018	Budget FY 2019	Percent Change
Projects with Established Timelines and Funding			
Funding Sources:			
Cash Balances	\$ 2,350,000	\$ 1,208,000	-49%
Total Funding Sources	2,350,000	1,208,000	-49%
Uses by Project Category:			
Reliability	400,000	758,000	
Safety/Code	-	100,000	
New Construction	1,500,000		
Miscellaneous Capital Repairs and Alterations	300,000	200,000	
Equipment	150,000	150,000	
Total Uses	2,350,000	1,208,000	-49%
Debt Financing			
Lease Principal Payment			
Total Debt Financing Costs	-	-	0%
Balances			
Beginning Investment in Plant	74,052,097	72,240,544	-2%
Beginning Long Term Plant Debt	-	-	0%
Beginning Net Investment In Plant	74,052,097	72,240,544	-2%
Total Additions to Plant Facilities	2,350,000	1,208,000	-49%
Depreciation	4,161,553	4,258,062	2%
Net Change in Long Term Debt	-	-	0%
Ending Net Investment in Plant	72,240,544	69,190,482	-4%

**Higher Education Policy Commission
West Virginia Higher Education Policy Commission
Cash Balances**

West Virginia School of Osteopathic Medicine

	April 30, 2017	June 30, 2017	April 30, 2018	Projected June 30,2018
Cash Balance - Current Assets	\$26,651,225	\$21,579,052	\$33,782,171	\$28,196,204
Annual Operating Expense Budget (1)	\$44,621,571	\$44,621,571	\$46,065,247	\$46,065,247
Number of Days cash on hand	218	177	268	223

(1) Excludes any OPEB Expense, GASB 68 Related Pension Expense, and Depreciation Expense

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Approval of Fiscal Year 2019 Higher Education Policy Commission Division Operating Budgets and Higher Education Resource Allocation Projects

INSTITUTION: West Virginia Higher Education Policy Commission

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the Fiscal Year 2019 division operating budgets and Higher Education Resource Allocation projects.

STAFF MEMBER: Ed Magee

BACKGROUND:

Division directors met with Chancellor Hill and finance staff to discuss operating budgets and efficiencies for Fiscal Year (FY) 2019. The Governor and Legislature provided \$4.5 million in additional state appropriations for FY 2019 to compensate for the loss of the Higher Education Resource Assessment (HERA) previously collected from the institutions subject to the Commission's oversight. Additional funding was provided for salary increases, OASIS system charges and insurance. The proposed budget includes a minimum salary increase of 4.73 percent or \$2,160, whichever is higher, for all Commission staff. The majority of the additional salary funding needed has been identified through increased efficiencies and the collapsing of vacant positions.

Personal services, employee benefits, and Other Post Employment Benefits (OPEB) total \$6.1 million, or 60.4 percent, of the Commission Office operating budget. Other fixed operating costs such as building rent, telecommunications, and on-going contractual services total \$3.9 million, or 38.1 percent, leaving 1.5 percent or \$155,000 for travel.

The new provisions in the West Virginia Code exempting institutions from HERA did not include the community and technical colleges. The West Virginia Community and Technical College System (CTCS) collects HERA from its institutions. It transfers funds to pay for its portion of shared programs and operating costs. The portions are allocated by the system's fall headcount enrollments. The CTCS share of the fall 2016 enrollment was about 23.9 percent.

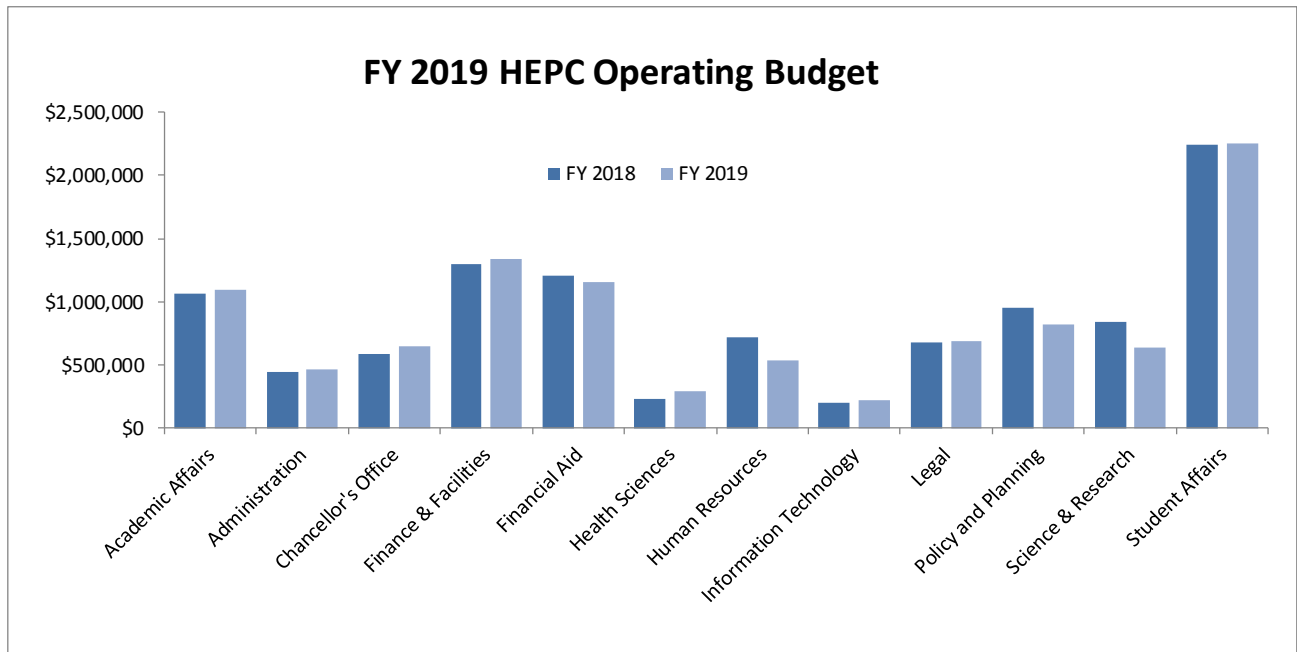
The following charts and tables summarize the proposed division budgets and sources of revenue:

- Table 1 provides detail for divisional budgets;
- Chart 1 shows the budgeted dollar amounts recommended for each division;
- Chart 2 details the various funding sources that contribute to the total Commission Office operating budget;
- Chart 3 provides a detail of expenditures by expense category for FY 2019;
- Table 2 identifies the proposed Higher Education Resource Allocation (HERA) budget that supports numerous system initiatives for FY 2019; and
- Table 3 provides an overview of the Commission's FY 2019 budget.

Table 1

HEPC Proposed FY 2019 Budget		
Revenue		
CTC Council HERA	120,000	1.2%
Facilities Fee	421,082	4.2%
Federal Grants and Contracts	2,304,666	22.7%
General Revenue	\$3,790,466	37.4%
General Revenue - Financial Aid Programs	1,931,517	19.0%
Grants and Contracts	939,000	9.3%
Investment Income	231,641	2.3%
Lottery Appropriations	138,674	1.4%
Research Challenge	263,602	2.6%
Total	\$10,140,648	
Expenditures by Division		
Academic Affairs	\$1,091,561	10.8%
Administration	467,201	4.6%
Chancellor's Office	646,167	6.4%
Finance & Facilities	1,335,033	13.2%
Financial Aid	1,158,470	11.4%
Health Sciences	289,380	2.9%
Human Resources	538,521	5.3%
Information Technology	216,522	2.1%
Legal	692,265	6.8%
Policy and Planning	817,638	8.1%
Science & Research	634,405	6.3%
Student Affairs	2,253,485	22.2%
Total	\$10,140,648	
Expenditures by Function		
Personal Services	\$4,946,706	48.8%
Benefits	\$1,175,113	11.6%
Current Expense	\$3,436,863	33.9%
Rent	\$426,986	4.2%
Travel	\$154,980	1.5%
Total	\$10,140,648	

Chart 1



	Academic Affairs	Admin.	Chancellor's Office	Finance & Facilities	Financial Aid	Health Sciences	Human Resources	Information Technology	Legal	Policy and Planning	Science & Research	Student Affairs
FY 2018	\$1,063,796	\$438,529	\$ 584,569	\$1,302,738	\$ 1,204,039	\$234,061	\$714,071	\$ 198,592	\$677,022	\$948,796	\$842,593	\$2,246,227
FY 2019	\$1,091,561	\$467,201	\$ 646,167	\$1,335,033	\$ 1,158,470	\$289,380	\$538,521	\$ 216,522	\$692,265	\$817,638	\$634,405	\$2,253,485

Chart 2

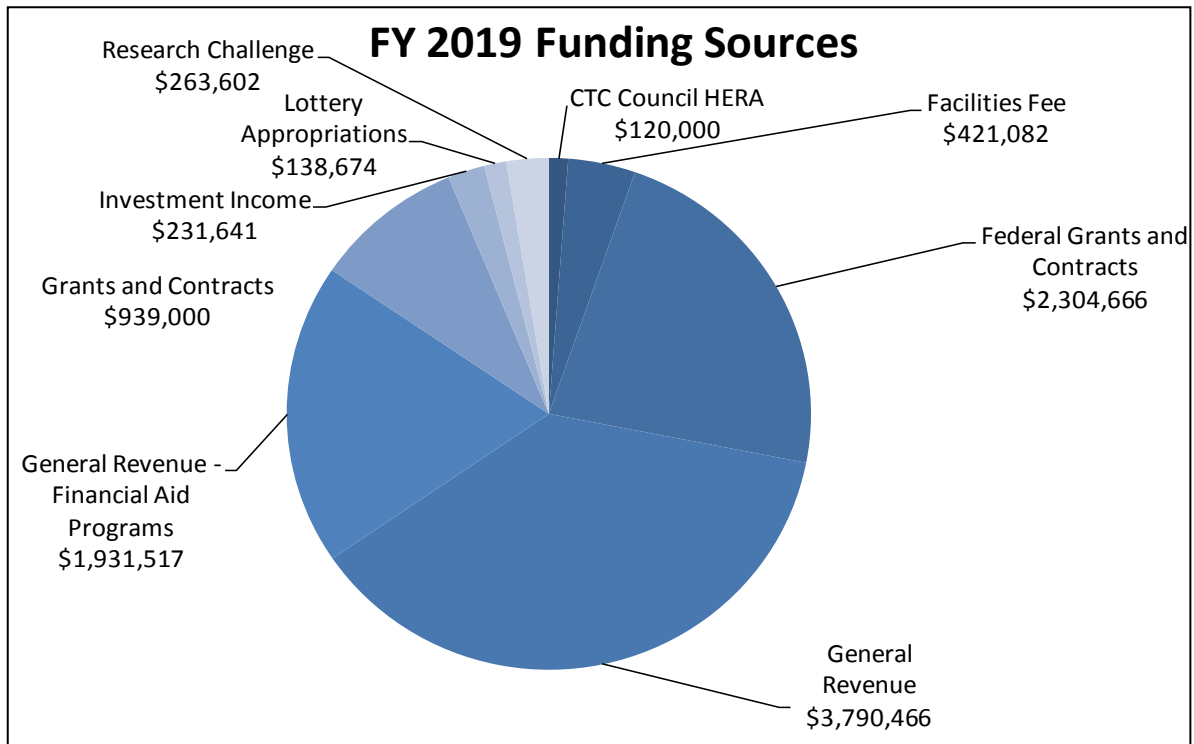


Chart 3

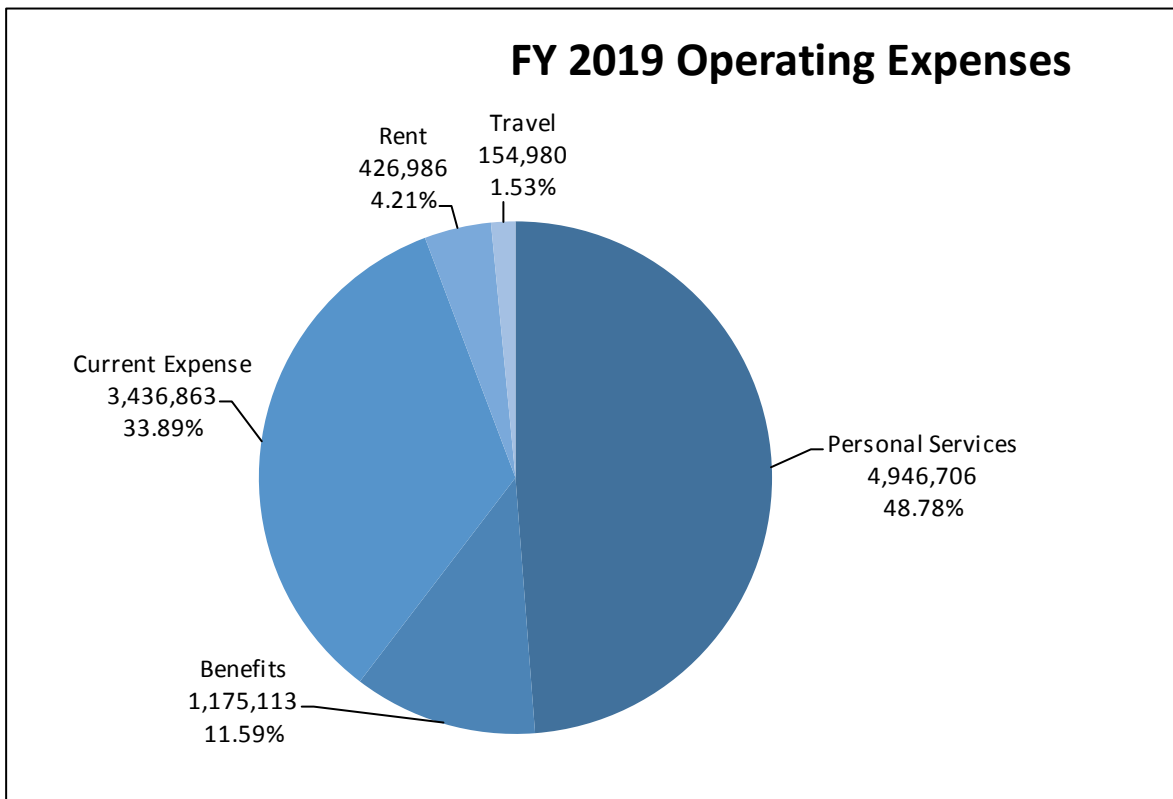


Table 2

HERA Projects						
FY 2019						
	FY 2018 HEPC Allocation	FY 2019 HEPC Allocation	FY 2018 CTCS Allocation	FY 2019 CTCS Allocation	FY 2018 Total Allocation	FY 2019 Total Allocation
HERA Fee	86.63%		13.10%		100.00%	
State Appropriation	\$4,563,379	\$ 4,500,000	\$ 704,140	\$ 683,837	\$ 5,267,519	\$ 683,837
Estimated Carryover Balance	200,000		70,000	70,000	270,000	70,000
FY 2017 Allocation	4,763,379	4,500,000	774,140	753,837	5,537,519	5,253,837
CTCS Chancellor's Office						
Board of Governors Member & Staff Training			15,000	15,000	15,000	15,000
College Completion Agenda			50,000	50,000	50,000	50,000
Grant Development			70,000	70,000	70,000	70,000
Data Analytics and Reporting			75,000	75,000	75,000	75,000
Sector Based Workforce Development Initiative			25,000	25,000	25,000	25,000
Site/Data Hosting for PLA/Step-up				2,400		2,400
Statewide CTC Marketing			60,000	60,000	60,000	60,000
Student Loan Default Management			45,000	45,000	45,000	45,000
HEPC Chancellor's Office						
Board of Governors Member & Staff Training	30,000	35,000			30,000	35,000
Chancellor's Initiatives	70,000	70,000			70,000	70,000
Master Plan and Compact Coordination	50,000	50,000			50,000	50,000
Academic Affairs						
Degree Works	17,326	15,261	2,674	4,739	20,000	20,000
Developmental Education	50,000	30,523		9,477	50,000	40,000
Distance Learning Initiatives (WVROCKS)	40,000	30,523		9,477	40,000	40,000
Faculty Development Conference	10,428	9,157	1,572	2,843	12,000	12,000
General Education Assessment	43,316	38,153	6,684	11,847	50,000	50,000
Improving Teach Education	25,000	20,000			25,000	20,000
International Education Institutional Projects	101,000	81,000			101,000	81,000
International Education System Support	99,000	-		-	99,000	-
Student Completion Initiative	43,316	30,523	6,684	9,477	50,000	40,000
Transfer and Articulation Initiative	43,316	30,523	6,684	9,477	50,000	40,000
Health Sciences						
Perinatal Partnership	220,611	218,111			218,111	218,111
Human Resources						
Training and Development Subscription	76,000	60,282		18,718	79,000	79,000
Finance and Facilities						
Financial Operations Training and Support	-	38,153		11,847	-	50,000
Internal Audit	180,000	-			180,000	-
Campus Safety Training	50,000	25,000			50,000	25,000
Financial Aid and Outreach Services						
Higher Education Grant Program	1,386,119	1,600,000	213,881		1,600,000	1,600,000
Policy & Planning						
Data Policy Advisory Council Training	15,000	11,446		3,554	15,000	15,000
Economic Research Reports	-	35,000				35,000
Science and Research						
Instrumentation Grant Program	100,000	100,000			100,000	100,000
Student Affairs						
CFWV.com SAT Test Prep Enhancement		15,261		4,739		20,000
Chancellor's Scholars - Marshall University	37,500	50,000			37,500	50,000
Chancellor's Scholars - West Virginia University	100,000	135,000			100,000	135,000
College Access Campaign	65,000	49,599		15,401	65,000	65,000
College Awareness Counseling Program	167,000			-	167,000	-
College Campus Visit Grant Competition		28,615		8,885	-	37,500
Diversity for Equity Initiative Grants	86,897	76,306	13,103	23,694	100,000	100,000
Enrollment Management Support		33,414		16,586		50,000
Student Leadership Conference	17,326	15,261	2,674	4,739	20,000	20,000
Student Retention/Recruitment Conference	8,663	15,261	1,337	4,739	10,000	20,000
Student Success Summit	25,000	22,892		7,108	25,000	30,000
Technology						
WebCT VISTA - Service Contract	311,000	237,313		73,687	311,000	311,000
Central Support Services						
HEPC - Administration	736,376	1,100,000	113,624	120,000	850,000	1,220,000
HEPC - Legal	320,540	-	49,460	-	370,000	-
WVNET	43,316	50,000	6,684	-	50,000	50,000
Total Expenditures	\$4,569,050	\$ 4,357,577	\$ 765,060	\$ 713,434	\$ 5,334,110	\$ 5,071,011
Balance	\$ 194,329	\$ 142,423	\$ 9,080	\$ 40,403	\$ 203,409	\$ 182,826
Discretionary Project Funding	\$ 194,329	\$ 142,423	\$ 9,080	\$ 40,403	\$ 203,409	\$ 182,826
Total HEPC and CTC Projects	\$4,763,379	\$ 4,500,000	\$ 774,140	\$ 753,837	\$ 5,537,519	\$ 5,253,837

West Virginia Higher Education Policy Commission HERA Projects

Board of Governors (BOG) Member and Staff Training. These funds will be used to support training sessions for new Board of Governors members and staff.

Chancellor's Initiatives. These funds will be utilized to fund initiatives of the Chancellor. This includes, but is not limited to the following: special research projects, contracting with experts in various areas, and grants to institutions.

Master Plan and Compact Coordination. These funds will be used to ensure the alignment of campus compacts with the Master Plan and for the planning of institutional programs that will advance the implementation of the Master Plan. Expenditures are made for consultant fees and associated travel costs for reviewing institutions compact submission.

Degree Works. This software is a professional development program designed for faculty and administrators to encourage and facilitate full implementation of Degree Works in WV institutions of higher learning.

Developmental Education. These funds will be used to conduct a professional developmental program for faculty and administrators to redesign the math pathway for remedial students and to develop and implement intrusive advising for at-risk students

Distance Learning Initiatives. These funds will be used to support institutional efforts to provide educational programs through online technology.

Faculty Development Conference. These funds will be used to sponsor an event known as the Great Teachers' Seminar. The forum which is held the last week in June at North Bend State Park, focuses on good teaching methods and provides an opportunity for faculty from all the state's public colleges and universities to come together to share insights, practical hints, etc on what constitutes good teaching.

General Education Assessment. These funds will be used to assist institutions in their work to develop processes for implementing an assessment program for general education.

Improving Teacher Education. These funds will be used to support statewide emphasis on improving teacher preparation programs, supporting partnerships with public schools, preparing teacher prep programs for transition to CAEP standards and continued collaboration with WVDE.

International Education Institutional Projects. These funds will be used to provide startup grants, through a competitive application process, to colleges and universities that choose to implement initiatives to increase an international focus on campus. Possible areas would be curricular revisions (global focus), study abroad efforts, and attracting more international faculty to West Virginia institutions.

International Education System Support. These funds were used to assist students with the cost of study abroad and other international opportunities, scholarships for foreign language teacher training, work of the international education consortium and International Education Director, training for institutional personnel on international recruitment and providing services for international students, publicity, and other efforts to achieve a greater degree of internationalization in West Virginia higher education.

Student Completion Initiative. Funding for these initiatives will support the statewide completion agenda through funding to “jump start” summer bridge programs, support prior learning assessment training and support, reverse transfer training and implementation.

Transfer and Articulation Initiative. These funds will be used to support the development of general education articulation work between and among institutions. Grants to develop common 2+2 programs to be used statewide, software and training to support reverse transfer and other transfer related work.

Perinatal Partnership Program. These funds will be used to fund the Perinatal Partnership Program previously funded by the State appropriation. Because of budget cuts, this program was moved to the HERA budget.

Training and Development Subscription. These funds will be used to provide training and development programs as required by legislation.

Financial Operations Training and Support. These funds will be used to provide training and other support programs for institutional finance administrators and staff.

Internal Audits. These funds were used to pay a firm to perform system-wide and also institution specific risk assessments and then draft and implement an internal audit plan.

Campus Safety Training. These funds will be used to promote and support safety training at the institutions.

Higher Education Grant Program. These funds will be used to supplement the State’s allocation to the Higher Education Grant Program.

Data Policy Advisory Council Training. These funds support the Data Policy Advisory Council (DPAC) The Division of Policy and Planning is responsible for the collection and warehousing of student and personnel level data from all system institutions. The DPAC consists of the representatives from all institutions who are responsible for the submission of their campus’ data. The Division of Policy and Planning conducted trainings for DPAC to add new data elements, make changes to existing data elements, provide guidance on data submission, and problem solve about system data issues.

Economic Research Reports. These funds pay for a series of economic research reports from the Bureau of Business and Economic Research at West Virginia University.

Instrumentation Grant Program. These funds will be used to support the Division of Science and Research (DSR) Instrumentation Grants Program. The purpose of this program is to encourage undergraduate students in West Virginia to continue careers in science, math, and engineering. Instrumentation Grants seek to accomplish this by allowing the purchase of modern instruments for advanced undergraduate laboratories and by encouraging the submission of proposals to NSF research, instrumentation or STEM education programs.

CFWV.com SAT Test Prep Enhancement. These funds will be used to help cover the \$50,000 SAT test preparation enhancement software on CFWV.com. GEAR UP grant funds will be used to cover \$30,000 of the remaining cost of the software.

Chancellor's Scholars. These funds are allocated to Marshall University and West Virginia University to supplement existing minority faculty diversity efforts. The program provides funding for graduate assistantships, scholarships, and other resources to ensure adequate funding for selective doctoral students; an academic partnership effort that places minority visiting faculty (graduate students) in teaching roles at selected campuses in West Virginia's public higher education system(s); and the annual sponsorship of a colloquium for aspiring minority doctoral candidates.

College Access Campaign. These funds will be used for West Virginia's college access campaign. It is designed to inform students, parents and others about the benefits of higher education and how to prepare for education after high school, both academically and financially. Activities will motivate students to pursue higher education through increased awareness of available financial aid and other services.

College Awareness Counseling Program. Through an initial Kresge Foundation grant awarded in 2014, the West Virginia Higher Education Policy Commission has been a pioneer in helping to develop a national text message counseling program that helps first-time college students' transition more easily into college life. Students receive a series of text messages that can guide them through applying for financial aid, registering and preparing for college, and connecting with resources and advisers while on campus. Students can text back to receive counselor assistance.

In order to continue this successful initiative and to provide required cost-share/match to the Commission's Federal GEAR UP program, \$167,000 was expended in FY 2018 to continue the texting software license for three years.

Diversity for Equity Initiative Grants. These funds will be used to provide competitive grants to institutions to sponsor programs aimed at achieving social justice, to stage events that demonstrate a commitment to bring about mutual understanding and respect among individuals, to sponsor events to help eliminate all forms of discrimination, and to plan actions that enhance fairness and equity in the distribution of opportunities.

Enrollment Management Support. These funds will be used to work with an external consultant to conduct market share and enrollment projection analysis for public institutions. In addition, an Enrollment Management Council will be established and supported.

Student Leadership Conference. These funds will be used to support the annual Student Leadership Conference for student association leaders and newly elected student government leaders from all state public higher education institutions.

Student Retention/Recruitment Conference. These funds will support a conference that will explore best practices in student retention. The conference targets institutional student and academic affairs professionals.

Student Success Summit. These funds will be utilized to fund a collaborative college access and success summit with the West Virginia Department of Education.

WebCT VISTA – Service Contract. These funds will pay for a service contract that ensures support for the online course management software that virtually all institutions use.

West Virginia Higher Education Policy Commission Budget

To provide a contextual perspective of the operating budget and its relationship to the Commission's total budget and annual financial statements, Table 3 displays the total Commission budget, excluding the WVNET and West Virginia Regional Technology Park components. The planned expenditures not included in the operating and HERA budgets do not require approval by the Commission because they are directed by the West Virginia Code or grant requirements. The institutional debt service allocations were approved during a previous Commission meeting. In addition to the operating budget, data are provided for these activities:

Institution Support. This category includes Expenditures for HERA projects, Health Sciences and other support activities.

Financial Aid. All financial aid expenditures except for administrative overhead costs are included in this category.

West Virginia Regional Technology Park Support. This category includes expenditures from the legislative appropriation to the Commission in support of the West Virginia Technology Park.

Debt Service. The West Virginia Lottery and institutions transfer funds to the Commission to make debt service payments. Interest payments are included in nonoperating revenues. Institutional transfers to the Commission for debt service reduce the Receivable from Institutions. Principal payments reduce Bonds Payable.

Net Proceeds Disbursements. Anticipated disbursements of the 2017 bond proceeds to institutions for capital projects. The Commission received \$8.3 million from the refunding to finance capital projects.

Pass-Through Revenues and Expenditures. The Commission nets revenues against expenses for the Erma Byrd Center as well as the direct expenditures for the PROMISE Scholarship and the science and research grants. The administrative costs for the PROMISE Scholarship program and the Science and Research Division are included in the Operating Expenses Column.

Table 3

West Virginia Higher Education Policy Commission							
FY 2019 Budget							
	Total	Operating Expenses	Institution Support	Financial Aid	West Virginia Regional Technology Park Support	Debt Service	Debt Proceeds Disbursements
Appropriations and Revenues							
General Revenue	\$77,631,886	\$6,124,259	\$3,749,369	\$45,998,004	\$1,760,254	\$20,000,000	
Fees from Higher Education Institutions	348,611	120,000	228,611				
Grants and Contracts							
Federal	3,995,640	2,304,666	1,690,974				
State	779,000	779,000					
Private	160,000	160,000					
Total Operating Appropriations and Revenues	82,915,137	9,487,925	5,668,954	45,998,004	1,760,254	20,000,000	0
Operating Expenses							
Salaries and Wages	4,946,706	4,946,706					
Fringe Benefits	1,175,113	1,175,113					
Supplies and Other	5,244,974	4,018,829	1,076,500		149,645		
Utilities	1,610,609				1,610,609		
Total Operating Expenses	12,977,402	10,140,648	1,076,500	0	1,760,254	0	0
Nonoperating Revenues (Expenses)							
Investment Gain	391,289	231,641		159,648			
Institutional Debt Interest Payments:							
Interest	6,795,124					6,795,124	
Other	421,082	421,082					
Interest on Indebtedness	(17,428,506)					(17,428,506)	
Student Financial Aid and other payments *	(53,526,773)		(4,592,454)	(46,157,652)		0	(2,776,667)
Other Nonoperating Revenues and Expenses	586,938					586,938	
Total Nonoperating Revenues (Expenses)	(59,984,179)	652,723	(4,592,454)	(45,998,004)	0	(10,046,444)	(2,776,667)
Revenues in Excess of Expenditures	\$7,176,889	\$0	\$0	\$0	\$0	\$9,953,556	(\$2,776,667)
Pass-Through Revenues and Expenditures:							
Promise Scholarships	\$47,500,000						
Science and Research Grants	\$4,680,987						
Erma Byrd Center	\$500,184						

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Progress Report on Funding Model Research Study

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Chris Treadway

BACKGROUND:

House Bill 2815, passed during the 2017 regular session of the West Virginia Legislature, called for the Commission to study the State's methods for allocating general revenue appropriations to public higher education institutions and to provide recommendations for a new funding formula to be implemented as early as Fiscal Year 2019. From June through December 2017, Commission staff: conducted extensive background research on best practices in higher education funding; reviewed funding models used in other states; consulted with legislative leaders, state policymakers, national experts in higher education policy and finance, and institutional leaders; identified best practices in performance- and outcomes-based funding; conducted mathematical modeling exercises; and developed a draft framework for a fair and objective method of distributing general revenue appropriations to public institutions. The results of this effort, along with a recommendation for an extended development and implementation timeline, were shared in a progress report to the Legislative Oversight Commission on Education Accountability and the Joint Committee on Government and Finance on December 29, 2017.

At the March 23, 2018 meeting of the Commission, staff presented a proposal for a funding formula that allocates general revenue appropriations based upon three primary factors: the number of weighted credit hours attempted by West Virginia resident students in an academic year, the number of bachelor's and associate degree-seeking West Virginia resident students who are on track for on-time degree completion, and the number of degrees awarded to West Virginia resident students and those non-resident students who remain in West Virginia after graduation. A copy of the March 23 presentation is available for review at:

<http://www.wvhepc.edu/resources/reports-and-publications/>

At the Commission's direction, members of the public were invited to review the proposal and submit formal written comments between March 23 and April 27, 2018. The Commission received more than 1,300 individual emails during the public comment period. Approximately 1,250 of these were generally supportive of the proposed

framework. The other approximately 50 were written in opposition to the proposal, or provided recommendations for potential changes to the framework.

Commission staff will present to the Commission a summary and analysis of the feedback submitted during the public comment period, along with recommendations for modifications to the proposal based on public feedback.

All public comments are available for review on the Commission's website at:

http://www.wvhepc.edu/wp-content/uploads/2018/05/HEPC_FundingModelComments_25May2018.pdf

These documents are provided in their original form, with personal contact information (phone numbers and email addresses) redacted. Comments are organized into two groups: Featured/Noteworthy Comments (beginning on page 1) and General Comments (beginning on page 141).

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Approval to Repeal Legislative and Procedural Rules

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the repeal of Title 133, Legislative Rules, Series 15 and Series 53.

Further Resolved, That the West Virginia Higher Education Policy Commission approves the repeal of Title 133, Procedural Rules, Series 8, Series 27, and Series 39.

STAFF MEMBER: Paul Hill

BACKGROUND:

At the request of the Governor's Office and in an effort to reduce the regulatory requirements of the institutions, an extensive review of all existing Legislative and Procedural Rules of the West Virginia Higher Education Policy Commission has been conducted by Commission staff. It is the recommendation of staff that the rules listed below be repealed as they are obsolete or no longer applicable to the Commission or the four-year public institutions. Copies of the rules are attached to the agenda item.

Title 133, Series 8, Procedural Rule, Personnel Administration
Effective November 22, 2001

Title 133, Series 15, Legislative Rule, Acceptance of Advanced Placement
Credit
Effective June 22, 2002

Title 133, Series 16, Procedural Rule, College Level Examination Program
Effective June 22, 2002

Title 133, Series 27, Procedural Rule, Financial Assistance to Athletes
Effective August 1, 2002

Title 133, Series 39, Procedural Rule, Classified Employees
Effective September 5, 1996

Title 133, Series 53, Legislative Rule, Human Resources Administration
Effective May 2, 2013

Series 8, Series 39 and Series 53 were replaced by Title 133, Series 55, Legislative Rule, Human Resources Administration, approved during the 2018 Legislative session.

Series 15 and Series 16 are being combined into a revised version of Title 133, Series 59, Procedural Rule, Awarding of Undergraduate College Credit for Prior Learning.

In accordance with the rule promulgation process, Legislative Rules must be submitted to the Legislative Oversight Commission on Education Accountability (LOCEA) to be repealed. Therefore, Title 133, Series 15 and Title 133, Series 53 will be submitted to LOCEA with a formal request to repeal the rules.

**TITLE 133
PROCEDURAL RULE
HIGHER EDUCATION POLICY COMMISSION
SERIES 8**

TITLE: PERSONNEL ADMINISTRATION

SECTION 1.GENERAL

- 1.1 Scope - This rule establishes policy in a number of areas regarding personnel administration for the Higher Education Policy Commission employees.
- 1.2 Authority - West Virginia Code ' 18B-1-6, ' 18B-1-8, ' 18B-9-4.
- 1.3 Filing Date - October 22, 2001
- 1.4 Effective Date - November 22, 2001

SECTION 2.DEFINITIONS

- 2.1 This subsection defines the different types of employment that institutions may use and the status under the classification program and for benefits.
 - 2.1.1 Full-Time Regular Employee (FTR). Any employee in a classified position created to last a minimum of nine months of a twelve month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Such an employee is covered under the classification program set out by this rule and is eligible for all applicable benefits of a full-time regular classified employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards.
 - 2.1.2 Part-Time Regular Employee (PTR). An employee in a position created to last less than 1,040 hours during a twelve-month period. An

employee in a PTR position is not eligible for benefits, but is covered under the classification program.

- 2.1.3 Temporary Employee. An employee hired into a position expected to last fewer than nine months of a twelve month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program.
- 2.1.4 Casual Employee. A casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program.
- 2.1.5 Student Employee. An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program.
- 2.1.6 Full-Time Faculty - Employment as a faculty member for a full academic year (at least a nine-month contract basis) for at least six (6) semester credit hours teaching per semester or the equivalent in teaching, research, public service, and/or administrative responsibilities. Faculty are not considered classified employees or subject to the classification program.
- 2.1.7 Non-Classified Employee. An employee, designated by the president, who is responsible for policy formation at the department or institutional level or reports directly to the president of the institution, or is in a position considered critical to the institution by the president. Non-classified employees are not subject to the classification program but are eligible for benefits. Non-classified shall not exceed ten percent of the total number of employees at the institution who are eligible for membership in any state retirement system and shall serve at the will and pleasure of the president. An additional ten percent of the total number of employees of that institution may be placed in this category if they are in a position considered critical to the institution by the president.

- 2.1.8 Change In Status. The president or his/her designee will review and make a final determination as to the status or change in status of any employee under this subsection. When the president or his/her designee determines that a part-time regular employee becomes a full-time regular employee, he/she shall credit that employee's previous service toward any calculation of length of service for purposes of this rule and benefit eligibility based upon a prorated comparison against a 1.00 FTE. Previous length of service as temporary, casual, and student employees shall not be credited toward seniority calculations under other sections of this rule or statute.
- 2.2 Position. A set of duties and responsibilities performed by a specific employee at a particular institution.
- 2.3 Job. A collection of duties and responsibilities performed by one or more employees at one or more institutions whose work is substantially of the same nature and which requires the same skill and responsibility level. For jobs occupied by only one employee, the terms "position" and "job" shall be considered the same.
- 2.4 Job Title. The label that uniquely identifies and generally describes a job. The same descriptive job title shall be given to a group of jobs, regardless of institutional location, which are substantially the same in duties and responsibilities, and which require substantially the same knowledge, skills and abilities performed under similar working conditions.
- 2.5 Position description form. The document which describes the set of essential and non-essential functions of a position at a particular institution.
- 2.6 Generic Job description. A summary of the essential functions of a job, including the general nature of the work performed, a characteristic listing of duties and responsibilities, and the specifications necessary to perform the work. Generic job descriptions shall be prepared for systems-wide and institution-specific titles occupied by more than one employee. For a job occupied by only one employee, the position description becomes the job description.
- 2.7 Pay Grade. A range of compensation values for a job defined by a series of step values. Positions which occupy the same job title shall be assigned to the same pay grade. Job titles having similar factor levels, shall be classified within the same pay grade.

- 2.8 Promotion. Movement from a position requiring a certain level of skill, effort and authority to a vacant or newly created position assigned to a different job title and higher pay grade requiring a greater degree of skill, effort, and authority.
- 2.9 Interim Responsibilities. A significant change in duties and responsibilities of an employee on a temporary basis justifying an interim promotion or upgrade for salary purposes. Such a temporary reassignment shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months and shall only occur when the responsibilities being undertaken by the employee are those of another position that is vacant because of the incumbent's illness or resignation or because of temporary sufficient change in the duties and responsibilities of a filled position. If the temporary reassignment of responsibilities meets the test for a temporary upgrade or promotion under Sections 13 and 14 of this rule, the affected employee shall have his/her base salary adjusted upwards consistent with a promotion or upgrade under this rule. At the end of the temporary reassignment, the affected employee shall have his/her salary reduced to its original level including any salary increase which the employee would have received in his/her regular position.
- 2.10 Upgrade. An advancement of the employee's current position to a higher pay grade as a result of a significant change in the position's existing duties and responsibilities. When a position is upgraded, the employee does not move to a different position in a higher pay grade. Rather, it is the employee's position that is moved to a higher pay grade because of a significant increase in the position's existing responsibilities, as determined by job evaluation. When an upgrade occurs to an employee occupying a title held by more than one individual, the position's current title shall be changed to a different title in the higher pay grade. When an upgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how relevantly the current title describes the position.
- 2.11 Demotion. Movement from a position requiring a certain level of skill, effort and responsibility to a vacant or newly created position assigned to a different job title and lower pay grade requiring a significantly lesser degree of skill, effort and responsibility.
- 2.12 Downgrade. A reassignment of the employee's current position to a job title assigned to a lower pay grade as a result of a significant reduction in the existing position's duties and responsibilities. When a position is downgraded, the employee does not move to a different position in a lower pay grade.

Rather, it is the employee's position that is moved to a lower pay grade because of a significant decrease in the position's existing responsibilities as determined by job evaluation. When a downgrade occurs to an employee occupying a title held by more than one individual, the position's current title will be changed to a different title in the lower pay grade. When a downgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how relevantly the current title describes the position.

- 2.13 Transfer. Movement from one position or job title to another position or job title requiring the same degree of skill, effort and authority. Both positions are in the same pay grade.
- 2.14 Base salary. The amount of salary paid annually to an employee, excluding any annual increment earned pursuant to W.Va. Code '18B-9-5 or '5-5-2. Total salary is base salary plus any increment earned.
- 2.15 Base salary adjustment. The amount that a base salary increases within the pay grade to reward performance, to rectify inequities, or to accommodate competitive market conditions.
- 2.16 Longevity. The total number of years employed at state institutions of higher education and other agencies of state government in West Virginia for purposes of determining placement on any salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards at time of implementation of the classification program authorized by this rule.
- 2.17 Institution. The following are each considered separate institutions for the purpose of this rule only - West Virginia University, Potomac State College of West Virginia University, West Virginia University at Parkersburg, Marshall University, West Virginia School of Osteopathic Medicine, Bluefield State College, Concord College, Eastern West Virginia Community and Technical College, Fairmont State College, Glenville State College, Shepherd College, West Liberty State College, West Virginia University Institute of Technology, West Virginia State College, Southern West Virginia Community and Technical College, West Virginia Northern Community and Technical College, the Office of the Higher Education Policy Commission, and the West Virginia Network for Educational Telecomputing.
- 2.18 President. In addition to the sixteen (16) college and university presidents, this term shall be used in this rule to refer to the Chancellor for the office of the Higher Education Policy Commission and the director of the West Virginia

network for educational telecomputing.

- 2.19 Chancellors. The chancellor of the Higher Education Policy Commission.
- 2.20 Salary schedule. A schedule consisting of a series of pay grades, which may be subsequently enacted by the Legislature or adopted by the governing boards.
- 2.21 Recall. An employee terminated under the provisions of '18B-7-1 and recalled to work at his/her previous institution under the same provisions. Salary for a recalled employee will be consistent with the entry rates described in Section 12 of this rule.
- 2.22 Rehire. An employee who leaves the service of an institution by resignation and later applies for and accepts a position at the same institution. Salary for a rehired employee will be consistent with the entry rates described in Section 12 of this rule.
- 2.23 FTE. Full time equivalency is the percentage of time for which a position is established, with a full-time position working 1950 hours per year being 1.00 FTE.
- 2.24 Classified Employee. An employee who is covered by the provisions of the classification program outlined in this rule.
- 2.25 Exempt. Employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes.
- 2.26 Non-Exempt. An employee who is entitled to overtime benefits as outlined in federal and state law.
- 2.27 Factor. One of the thirteen (13) items used to evaluate jobs. The items are knowledge, experience, complexity and problem solving, freedom of action, breadth of responsibility, scope and effect, intrasystems contacts, external contacts, direct supervision exercised, indirect supervision exercised, working conditions, physical coordination, and physical demands.
- 2.28 Point factor methodology: The instrument used to assign weights to the factors. The total of the weights determines the pay grade to which a job title is assigned.
- 2.29 Job Family. A series of job titles in an occupational area or group.

SECTION 3.COMPENSATION REVIEW COMMITTEE

- 3.1 The compensation review committee shall be responsible for annually reviewing the salary schedule and recommending revisions based on existing economic, budgetary, and financial conditions to the chancellors, who will make a final proposal to the governing boards. The composition of the compensation review committee shall consist of the central office human resources director, the central office finance director, the chair or chair's designee from each state-wide advisory council of classified employees, four human resource administrators from the previous University System (which shall be deemed to include West Virginia network for educational telecomputing), three human resource administrators from the previous State College System, and a president from each of the two systems. The human resource administrators and presidents shall be appointed by the appropriate chancellor and shall serve staggered terms of two years. In addition, the chancellors may appoint, to the committee, as they deem appropriate, representatives of major groups which represent classified employees.
- 3.2 Recommendations of the compensation review committee approved by the governing boards are subject to the availability of funds and shall only be implemented when new funds are specifically appropriated by the Legislature for funding of the salary schedule.

SECTION 4.COMPENSATION; PAY CALCULATIONS

- 4.1 Base salary is calculated on a thirty-seven and one-half (37 1/2) hour workweek.
- 4.2 When base salary increases are calculated and rounding is involved, the policy is to round up to the nearest even dollar amount.
- 4.3 Overtime pay for nonexempt employees is calculated at the rate of one and one-half (1 1/2) times the regular hourly rate, which is the total base salary, plus any incremental pay, divided by 1,950 hours. Overtime does not commence until forty (40) hours have actually been worked within one (1) workweek. Regular hourly pay, also known as "straight time," is paid for work time between thirty-seven and one-half (37 1/2) hours and forty (40) hours in a work week.
- 4.4 Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time, as

authorized by Series 35, is not counted as working hours for purposes of overtime.

- 4.5 Annual leave, sick leave and longevity do not accumulate in any part of a month for which an employee is off the payroll on a leave without pay or during a terminal leave period. A terminal leave period is that time between the employee's last day of work and his/her last day on the payroll.

SECTION 5.COMPENSATORY AND HOLIDAY PREMIUM TIME OFF

- 5.1 Compensatory time off shall be allowed only to the extent authorized by federal and state law.
- 5.2 When a full-time or part-time classified non-exempt employee is required to work on any designated board or institution holiday, that employee at his/her option shall receive regular pay for that holiday plus substitute time off or additional pay at the rate of one and one-half (1 1/2) times the number of hours actually worked. The time off must be used within a six-month period following the holiday.
- 5.3 When an exempt employee is required to work on any designated board or institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

SECTION 6.WORKWEEK

- 6.1 The workweek is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:01 a.m. on Sunday and ends at 12 midnight the following Saturday. The institutional president or the president's designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty-seven and one-half (37 1/2) hours will be established within a workweek.

SECTION 7.APPOINTMENT

- 7.1 A classified employee appointment letter shall be completed for each classified employee at the time of initial employment.

SECTION 8.ACCESS TO PERSONNEL FILE

- 8.1 An employee may have access to his/her personnel file when the employing institution is normally open for business. An employee may examine his/her own file and the contents therein with the following exception:
 - 8.1.1 Materials which were gathered with the employee's prior agreement to forfeit his/her right of access, such as some references.
- 8.2 A representative of the custodian of records shall be present with the employee during the review. The date, time and location of each review shall be recorded in the personnel file.
- 8.3 A copy of any material in the personnel file, except as noted above, shall be provided to an employee upon request. A small copy fee may be charged. Positive identification of the employee must be established prior to providing access to the personnel file. Documents may not be removed from a personnel file by the employee. An employee may petition at any time for either the removal or addition of documents to his/her own personnel file. The employer may require that employees schedule an appointment to see the personnel file.

SECTION 9.CHANGES IN NAME, ADDRESS, NUMBER OF DEPENDENTS AND RELATED MATTERS

- 9.1 It is the exclusive responsibility of each employee to notify all appropriate persons, agencies and parties when record changes occur, including emergency information. This must be done in writing and a copy of such notification will be placed in the employee's personnel file as a permanent record that he/she notified appropriate persons, agencies and parties.

SECTION 10 CLASSIFICATION REVIEW REQUEST

- 10.1 When significant changes occur in the principal duties and responsibilities of a classified position, it is the responsibility of the supervisor to recommend through established procedures that the position be reviewed. Requests for position reviews also may be initiated by an employee after discussion with the immediate supervisor. Within thirty (30) days from the date of request for review of a job, the department of human resources shall report to the requestor, in writing, whether the reclassification has been denied or approved. The immediate supervisor must prepare a complete and accurate position

description form of the duties of the position, but the description may be written by the employee at the supervisor's request. The responsibility for assigning tasks and duties to a position belongs to the supervisor. It is the supervisor's responsibility to document and submit the position description form for classification review when significant changes occur in the principal duties and responsibilities of a position. It is also the responsibility of a supervisor to ensure completion of required forms. The institutional president or the president's designee may also initiate action to review positions. The institutional president or the president's designee has authority on the campus to make classification determinations for institution-specific titles or the slotting of employees under existing systems-wide titles. The president may delegate authority to the human resource administrator for day to day management of the classification program. Management of the program requires adherence to written rules which ensure a uniform system of personnel classification. All classified positions shall be placed on any salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards.

- 10.2 A position description form shall exist for every classified position. It shall be reviewed by the supervisor and/or the president or the president's designee on a formal basis at least every three years as part of the position audit procedures established by each institution. The date of each review shall be recorded on the description.

SECTION 11. JOB EVALUATION PROCESS

- 11.1 The review of individual positions occupying systems-wide titles shall be carried out by the institution's president or president's designee provided that the action involves the reclassification or the reslotting of the employee into an existing systems-wide title.
- 11.2 The review of institution-specific job titles, as well as the reslotting of employees into an existing institution-specific title, shall be carried out by the president or the president's designee of each respective institution.
- 11.3 If an institution initiates an action to establish a job which exists exclusively at another institution the institution's president or the president's designee shall submit a request for the use of the title to the chancellors or the chancellors' designee. A review shall then be conducted, a determination made, and notification given to the institution's president or the president's designee as to whether the request is approved or denied. If a request is denied, reasons for

the denial will be provided to the president or president's designee. Once two or more institutions utilize a job title, that title shall automatically become a systems-wide title.

- 11.4 All actions taken by a president or president's designee under this section are subject to audits and reviews by the job evaluation committee.
- 11.5 On-going responsibility for overseeing and administering the job evaluation program and ensuring that it is administered equitably and uniformly across the institutions rests with the chancellors or the chancellors' designee. The evaluation of all systems-wide job titles and the review of classification decisions across the system shall be under the purview of the job evaluation committee. The composition of the job evaluation committee shall consist of nine human resource representatives and two classified staff representatives. Of the nine human resource representatives, one shall be from the central office and shall serve as chair, four shall be from the previous University System (which shall be deemed to include West Virginia network for educational telecomputing), and four shall be from the previous State College System. The nine human resource representatives shall be appointed by the appropriate chancellors to staggered terms of no more than two years. The classified staff representatives shall consist of one from each state-wide advisory council of classified employees and shall be appointed by the appropriate chair of the state-wide advisory council of classified employees to staggered terms of no more than two years. In addition, the chancellors may appoint, to the committee, as they deem appropriate, representatives of major groups which represent classified employees.
- 11.6 The job evaluation committee shall be convened by its chair at least quarterly, or more often if deemed necessary, to review classification decisions made or those being proposed by the institutions. To ensure the integrity of the program, random and/or complete reviews of classification decisions made or proposed by the institutions shall be conducted by the committee. Each institution shall be responsible, however, for submitting to the central office on a monthly basis, a computer diskette of any classification decisions actualized, along with appropriate documentation where requested by the committee. The chancellors or the chancellors' designee shall review the classification actions of each institution for appropriateness and consistency of application. Pending this review, the job evaluation committee shall be convened as needed to review those actions regarded as potentially out of conformance with the compensation and classification program. The committee shall subsequently provide a report to the appropriate governing board concerning its findings relative to each institutional review. In those cases where the committee finds

an institutional classification decision to be in error, the committee shall recommend to the chancellor or chancellor's designee whether the pay grade assignment should be changed to the appropriate level.

- 11.6.1 Salary reversals shall be made in accordance with the procedures for upgrades and downgrades specified in this rule. During the course of its reviews, should the job evaluation committee discover the systematic misapplication of the program by an institution or institutions, it shall notify the chancellors, who will take the appropriate action warranted. Whenever the chancellors or their designee find that employees have been misclassified at the institutional level, they shall order that these classifications and salaries be immediately adjusted to the proper level. Absent fraud on the behalf of the employee, any overpayment to the employee because of an erroneous classification decision by an institution shall not be collected from the employee. However, any erroneous overpayment to such an employee, once corrected, shall not be deemed as evidence in claims by other employees that the classification and compensation program is not equitable or uniform.

SECTION 12. ENTRY RATES

- 12.1 The entry rate for any classified employee appointed after the effective date of this rule shall not be below the established minimum set out below for the pay grade assigned. The entry rate for any classified employee appointed on or after July 1, 2005 shall not be below the entry (zero) step set out in W.Va. Code ' 18B-9-3 for the pay grade assigned.

**CLASSIFIED STAFF MINIMUM EQUITY STEP
AND ENTRY RATES
EFFECTIVE JULY 1, 1994**

Pay Grade	Minimum Equity Step
1	10,092
2	10,392
3	10,716
4	11,040
5	11,376
6	11,736
7	12,396
8	13,116
9	13,884
10	14,712
11	15,612
12	16,596
13	17,640
14	18,780
15	20,004
16	21,348
17	22,800
18	24,372
19	26,088
20	27,948
21	29,964
22	32,172
23	34,584
24	37,212
25	40,080

SECTION 13. PROMOTION

- 13.1 Promotions result from an employee moving from his/her current position to a vacant or newly created position assigned to a different job title and higher pay grade and which requires a significantly greater degree of skill, effort and responsibility than that of the employee's current position.
- 13.2 Upon promotion from a position in one pay grade to a different position in a higher pay grade, the employee will receive an increase of five percent (5%) per pay grade rounded to the next highest step in the new pay grade based upon the employee's base salary, or the entry rate of the new pay grade described in Section 12 of this rule, whichever is greater. However, under adverse recruiting conditions in which an institution experiences great difficulty in filling a position, an increase which brings the employee up to a point no greater than the maximum of the grade may be given. Promotional increases which exceed the standard formula must meet the same criteria which appears in the section on entry rates of this rule and must be approved in accordance with the process outlined in that section. The new base salary may not exceed the maximum of the new pay grade.

SECTION 14. UPGRADE

- 14.1 Upgrades result from the process of job evaluation where a determination is made that a significantly higher level of skill, effort, and responsibility exists in the employee's current position. A new pay grade value shall then be established based on the application of the job evaluation plan and the calculation of a revised total point value for the position. Upon determination of the pay grade, job descriptions shall be reviewed of other titles having the same pay grade and whose duties, responsibilities and requirements closely match the work of the position as it is now described. The position shall then be slotted into the classification whose grade is consistent with the point value calculated and whose duties and requirements most appropriately characterize the position. For unique and specialized positions where no current job title exists at the needed grade, the creation of a new title shall be established so that the position is properly classified and graded within the system. This work must be done by the human resource administrator or the human resource administrator's designee.
- 14.2 When an employee occupies a position at the time that a position upgrade is to be placed into effect, the method of calculating the employee's base salary

increase is the same as that specified for a promotion. In the absence of funds to support an upgrade, work at the higher level shall not be performed.

SECTION 15. DEMOTION

- 15.1 Demotions result from an employee moving from his/her current position to a vacant or newly created position assigned to a different job title and lower pay grade, and which requires a significantly lesser degree of skill, effort and responsibility than that of the employee's current position.
- 15.2 Upon demotion, the employee's base salary is decreased five percent (5%) per pay grade rounded to the nearest step in the new pay grade.

SECTION 16. DOWNGRADE

- 16.1 Downgrades result from the process of job evaluation where a determination is made that a significantly lower level of skill, effort and responsibility exists in the employee's current position. A new pay grade shall then be established based on the application of the job evaluation plan and the calculation of a revised total point value for the position. Upon determination of the pay grade, job descriptions shall be reviewed of the other titles having the same pay grade and whose duties, responsibilities and requirements closely match the work of the position as it is now described. The position shall then be slotted into the classification whose grade is consistent with the point value calculated and whose duties and requirements most appropriately characterize the position. For unique and specialized positions where no current titles exist at the needed grade, the creation of a new title shall be established so that the position can be properly classified and graded within the system. This work must be done by the human resource administrator or the human resource administrator's designee.
- 16.2 The method of calculating the employee's new base salary after a downgrade is the same as that specified for a demotion.

SECTION 17. TRANSFER

- 17.1 No change of base salary as a function of a transfer may occur.

SECTION 18. REVIEWS AND APPEALS

- 18.1 An employee may seek a review of his/her initial classification under the new program implemented pursuant to this rule and may appeal such initial classification through the procedures of W.Va. Code ' 18-29 after completing such review. Such review or appeal shall be governed by the provisions of this rule and to the extent these provisions are inconsistent with W.Va. Code ' 18B-9-7 or W.Va. Code ' 18B-9-4, those code provisions are deemed null and void pursuant to the authorization contained in W.Va Code ' 18B-9-4 (c). If an employee does not first seek a review of his/her initial classification through the internal procedures set out herein, they shall be prohibited from grieving that classification under W.Va Code ' 18-29.
- 18.2 An employee may seek a review of his/her initial classification, job title or pay grade by filing a request for review form after formal notification of his/her title and pay grade under the new program, but no later than January 31, 1994. Request for review forms shall be available at each institution and shall be in a form prescribed by the governing boards.
- 18.3 The request for review form shall be filed with the president or president's designee for this purpose, and that individual shall forward copies to the employee's immediate supervisor and appropriate dean, department head or director for comment.
- 18.4 The president or president's designee shall make a recommendation to the job evaluation committee regarding the request for review by March 31, 1994, and shall notify the employee of such recommendation.
- 18.5 Upon receipt of the institutional recommendation, the employee may file supplemental information with the job evaluation committee within ten (10) days. The job evaluation committee shall make a final determination regarding the request for review based solely upon the documentation provided above and any other material or information it may seek from the institution or employee. Such final determinations by the job evaluation committee shall be completed on or before June 30, 1994, and communicated simultaneously to all affected employees. If not made or communicated by June 30, 1994, an employee may immediately proceed through the grievance procedure of W.Va. Code ' 18-29 within thirty (30) work days of July 1, 1994, under the procedures set out in this rule.

- 18.6 Each institution shall make available for examination to all employees the position description forms, job descriptions, and other materials used in making the initial classifications under this program.
- 18.7 If an employee is dissatisfied with the determination of the job evaluation committee the employee may grieve his/her initial classification under this program, including the job or position description and assignment to pay grade or salary schedule, within thirty (30) work days from receipt of the notification set out in Section 18.5 of this rule, by filing a grievance pursuant to the procedures of W.Va. Code ' 18-29. Any employee not filing a grievance under the provisions of this rule within those thirty (30) work days, or not seeking a review timely pursuant to this rule, shall be deemed to be equitably and uniformly classified and compensated for the purposes of Article 9, Chapter 18B of the state code and shall also be deemed to have expressly waived his/her right to grieve such initial classification, absent intervening and countervailing circumstances that effect that initial classification.
- 18.8 An immediate supervisor or president of an institution does not have the authority to change the initial classification of an employee under the new program and does not have the authority to grant any such relief requested in a grievance relating to such initial classification. The governing boards are hereby designated as the lowest level at which such relief may be granted and employees seeking to appeal their initial classification under the provisions of W.Va. Code ' 18B-9 shall file any such grievance at that level. When filing such a grievance with the appropriate governing board, an employee shall expressly state whether or not he/she agrees to an extension of the statutory period for a hearing before the governing board.

SECTION 19. SALARY SCHEDULE AND IMPLEMENTATION STRATEGY

- 19.1 The new compensation and classification program and accompanying pay structure will be implemented on January 1, 1994.
- 19.2 Any classified employee whose current base salary is below the equity step for his/her pay grade on January 1, 1994, will be increased to at least the equity step set out in this rule.
- 19.3 For those employees whose salaries as of January 1, 1994 are below the step in any salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards that equates to their

appropriate years of state service, the difference in salary shall be phased in over a three-year period if sufficient additional state funds are appropriated from the Legislature.

- 19.3.1 Nothing in this rule shall be interpreted as prohibiting the governing boards from allocating funds in any fiscal year for across-the-board raises for all classified employees, unrelated to equity or market issues, if the Legislature specifically appropriates funds for such purpose.
- 19.4 Any classified employee who is slotted into the appropriate pay grade for his/her job title and whose base salary is at least the equity step for that pay grade, shall be deemed to be equitably and uniformly compensated in relation to other classified employees within the pay grade for the purposes of Article 9, Chapter 18B of the state code.
- 19.5 After full implementation of the classification program, pay increases may occur in one of the following ways:
 - 19.5.1 Upon recommendation of the Compensation Review Committee and approval by the governing boards, the salary schedule may be adjusted upward by the Legislature to reflect cost of living or market increase. Any new additional state funds appropriated for classified staff salaries would be applied to any salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards.
 - 19.5.2 Should additional new funds be appropriated by the Legislature, application of such new funds shall be determined by the governing boards and may result in movement of employees to the next step in any salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards.

TITLE 133

LEGISLATIVE RULE

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 15

ACCEPTANCE OF ADVANCED PLACEMENT CREDIT

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes Higher Education Policy Commission policy and guidelines for institutional policies in matters of acceptance of advanced placement credit.
- 1.2 Authority - West Virginia Code 18B-2a-4
- 1.3 Filing Date - May 22, 2002
- 1.4 Effective Date – June 22, 2002
- 1.5 Repeals and replaces Title 128, Series 4, and Title 131, Series 4.

SECTION 2. STATEMENT OF PRINCIPLE

- 2.1 The Higher Education Policy Commission believes that it is important to encourage students at all educational levels to aspire to higher intellectual achievements and that the Advanced Placement Program of the College Board is an instrument that allows high school students to master college subject matter and to document their intellectual achievements through successful completion of advanced placement examinations.
- 2.2 The commission encourages high school students to participate in this program in which successful completion of examinations will result in the acceptance of credit by all West Virginia state colleges and universities.

SECTION 3. GUIDELINES FOR ACCEPTANCE OF ADVANCED PLACEMENT CREDIT

- 3.1 West Virginia state colleges and universities shall accept advanced placement credits according to the following guidelines:
 - 3.1.1 High school students completing advanced placement examinations of the College Board with a minimum score of 3 will receive credit at any state college or university, as indicated in the list of advanced placement exams offered by the College Board. The Central Office of the Higher Education Policy Commission maintains a list of all College Board advanced placement exams and the minimum number of credits that each institution shall grant. Credit is to be awarded solely on the basis of

satisfactory performance of a score of 3 or higher on the advanced placement examinations.

- 3.1.2 When the examination is in the area of the student's major, the institution will award credit toward the major or the core curriculum.
- 3.1.3 An academic department within the institution may, upon approval of the institutional faculty, require a higher score than 3 on an advanced placement test if the credit is to be used toward meeting a course requirement for a major in the department.
- 3.1.4 Credits awarded by regionally accredited institutions of higher education for successful completion of advanced placement exams are transferable to West Virginia state colleges and universities in accordance with the advanced placement policy of the receiving institution.

SECTION 4. INSTITUTIONAL GUIDELINES

- 4.1 Each institution shall develop guidelines for acceptance of advanced placement credits that are consistent with the provisions of this rule and publish the guidelines in the college or university bulletin and/or other appropriate institutional publications.

SECTION 5. INSTITUTIONAL POLICY

- 5.1 Each institution shall file its policy on award of advanced placement credit with the Chancellor's office.

**TITLE 133
PROCEDURAL RULE**

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

**SERIES 16
COLLEGE - LEVEL EXAMINATION PROGRAM**

1. General.

1.1. Scope. -- Policy regarding the College-Level Examination Program.

1.2. Authority. -- W. Va. Code § 18B-1B-4

1.3. Filing Date. – May 22, 2002

1.4. Effective Date. – June 22, 2002

1.5 Repeals and replaces Title 128, Series 29, and Title 131, Series 29.

2. Regulations.

2.1. These regulations shall serve as guidelines for the College-Level Examination Program (CLEP) of the College Entrance Examination Board in West Virginia state colleges and universities. The extent to which the program is utilized by any institution is a matter of institutional prerogative, but credit awarded by an institution in conformity with this policy shall be transferable to all West Virginia state colleges and universities. Further, credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

3. Subject Examinations.

3.1. Students may be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the examination was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade shall not be assigned, and the credit will not be included in the computation of the student's grade-point average. The institution shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination credit for equivalent courses in which they have already earned credit.

4. General Examinations.

4.1. As of the effective date of this policy, an institution may award credit within the limits indicated below:

	ACE Recommended Score	Semester Hours
COMPOSITION and LITERATURE		
American Literature	50	6
Analyzing and Interpreting Literature	50	6
Composition, Freshman College	50	6
English Composition with/without Essay	50	6
English Literature	50	6
Humanities	50	6
FOREIGN LANGUAGE		
French – College Level 1 (two semesters)	50	6
French – College Level 2 (four semesters)	52	12
German – College Level 1 (two semesters)	50	6
German – College Level 2 (four semesters)	52	12
Spanish – College Level 1 (two semesters)	50	6
Spanish – College Level 2 (four semesters)	52	12
SOCIAL SCIENCES and HISTORY		
American Government	50	3
Education Psychology, Introduction to	50	3
History of the United States I: Early Colonizations to 1877	50	3
History of the United States II: 1865 to the Present	50	3
Human Growth and Development	50	3
Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Social Studies and History	50	6
Sociology, Introductory	50	3
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to the Present	50	3
SCIENCE and MATHEMATICS		
Algebra, College	50	3
Algebra – Trigonometry, College	50	3
Biology, General	50	6
Calculus with Elementary Functions	50	3
Mathematics, College	50	6
Natural Sciences	50	6
Chemistry, General	50	6
Trigonometry	50	3
BUSINESS		
Accounting, Principles of	50	6
Business Law, Introductory	50	3
Information Systems and Computer Applications	50	3
Management, Principles of	50	3
Marketing, Principles of	50	3

4.2. It should be made clear to students that such credit in general education may not meet specific program requirements of the institution awarding the credit or of other institutions to which the student may later transfer. The credit shall then be used as elective credit. Students shall not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

4.3. An institution awarding credit through CLEP may establish scores higher than specified above for Subject and General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at that institution.

5. Academic Record.

5.1. The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

6. Enrollment.

6.1. Students must be enrolled in an institution in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

7. Review.

7.1. The Academic Advisory Committee shall review these regulations periodically.

**TITLE 133
PROCEDURAL RULES
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 27
FINANCIAL ASSISTANCE TO ATHLETES**

SECTION 1. General

- 1.1. Scope. -- Policy regarding the awarding and retention of financial assistance to athletes.
- 1.2. Authority. -- W. Va. Code §18-26-8
- 1.3. Filing Date. – July 2, 2002
- 1.4. Effective Date. – August 1, 2002
- 1.5. Repeal of Existing Rule: Repeals and replaces Title 128, Series 61 and Title 131, Series 61

SECTION 2. Awarding Financial Assistance

Student athletes may be considered for all student aid programs available at the institution including, but not limited to, athletic grants, need-based grants, student employment, loans, and merit-based aid awarded for talents other than athletic ability. In awarding financial assistance to athletes, West Virginia public colleges and universities shall follow the regulations relating to the various forms of aid awarded (e.g., institutional policies relating to academic standards and satisfactory progress, state and federal student aid regulations, and applicable policies promulgated by such athletic organizations as the National Collegiate Athletic Association and state or regional affiliates of such organizations).

SECTION 3. Retaining Financial Assistance

Financial assistance which is awarded on a basis other than athletic ability or participation shall be retained by the student athlete according to regulations applicable to the type of assistance awarded, and shall not be conditioned in any way upon athletic participation.

Students shall retain athletic grants and other forms of student assistance awarded on the basis of athletic ability or participation in accordance with the following:

- 3.1. Injury - Athletic aid may not be canceled or reduced at any point during the period for which the award was made in situations where a bona fide

injury or physical condition prevents the student athlete from participating in practice sessions or intercollegiate athletics.

- 3.2. Contribution to team - Athletic aid may not be canceled or reduced at any point during the period for which the award was made on the basis of a student athlete's ability or contribution to the team's success.
- 3.3. Other - Athletic aid may be reduced or canceled if the recipient (i) renders himself/herself ineligible for intercollegiate competition; (ii) fraudulently misrepresents any information on an application, letter of intent or other document; (iii) engages in serious misconduct warranting substantial disciplinary penalty; or (iv) voluntarily withdraws from athletic participation for personal reasons. Any such reduction or cancellation of athletic aid is permissible only if such action is taken for proper cause by the regular disciplinary or student financial aid authorities of the institution and the student athlete is afforded the opportunity for a hearing through the regular disciplinary or student aid appeal procedures. Subject to the applicable regulations, provisions and exceptions set forth by the duly recognized agency (e.g. National Collegiate Athletic Association) then having jurisdiction, when a student voluntarily withdraws from athletic participation, such cancellation or reduction of the athletic aid may occur only within the terms under which the award was made.

**TITLE 133
PROCEDURAL RULE
HIGHER EDUCATION POLICY COMMISSION**

SERIES 39

CLASSIFIED EMPLOYEES

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes procedures related to West Virginia Code 18B.
- 1.2 Authority - West Virginia Code ' 18B-1-6.
- 1.3 Filing Date - August 5, 1996
- 1.4 Effective Date - September 5, 1996

SECTION 2. DEFINITIONS

- 2.1 Part-Time Regular Employee (PTR). An employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program as set out in Series 8.
- 2.2 Temporary Employee. An employee hired into a position expected to last fewer than nine months of a twelve month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program as set out in Series 8.
- 2.3 Casual Employee. A casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program as set out in Series 8.
- 2.4 Student Employee. An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program as set out in Series 8.
- 2.5 Classified Employee. An employee who is covered by the provisions of the classification program outlined in this rule as set out in Series 8.
- 2.6 Exempt. Employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes as set out in Series 8.

SECTION 3. PART-TIME AND TEMPORARY EMPLOYEES

- 3.1 Institutions shall not hire part-time employees solely to avoid the payment of

benefits or in lieu of full-time employees and shall provide all qualified classified employees with nine-month or ten-month contracts with the opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time employment. Consequently, institutions may only employ individuals into temporary positions when the function of the position is expected to require less than nine (9) consecutive months of employment (regardless of hours worked per week) to equal the full-time equivalency of the position.

3.2 Classified employees who are employed in less than twelve-month positions and who meet the minimum qualifications of a position shall be provided with an opportunity to accept part-time or full-time summer employment before new persons shall be hired for those positions.

SECTION 4. WORK SCHEDULES

4.1 Each institution shall establish a policy, with the advice and assistance of staff council and other groups representing classified employees, which shall: address any institution-specific procedures concerning the use of flexible work schedules, job sharing, and four-day work weeks; discourage temporary, non-emergency changes in an employee=s work schedule; and provide a mechanism for changes in, and notification of, changes in work schedules. This policy shall also provide that, where possible, the institution shall provide the employee with a fifteen (15) day notice of such changes. Institutions shall develop such policies within 90-days of the effective date of this rule.

SECTION 5. APPOINTMENT OR PROMOTION

5.1 Pursuant to W.Va. Code ' 18B-7-1(d), non-exempt classified employees who apply for and meet the minimum qualifications as determined by the institutional human resources director or other designee of the president for a posted non-exempt position within an institution and are currently employed at the institution shall be hired into the posted position prior to hiring someone from outside the institution.

5.2 If more than one qualified, non-exempt classified employee applies, the best-qualified non-exempt classified employee shall be awarded the position. In such cases, if the employees are equally qualified, the employee with the greatest amount of continuous seniority at the institution shall be awarded the position. A random selection method such as drawing of lots, rolling dice, or selection of playing cards shall be utilized if two or more employees have equal qualifications and seniority. Such method shall be mutually agreed upon by the affected employees and approved by the President or her/his designee. If the employees cannot agree on a random selection method, the President of the institution shall use the drawing of lots to determine rankings.

5.3 Provisions of this section shall not apply to casual, temporary and student employees, nor shall they apply to exempt positions.

5.4 Pursuant to W. Va. Code ' 18B-7-1d, the provisions of this section shall not take precedence over the mandates in an institution=s affirmative action plan adopted pursuant to the provisions of Executive Order 11246 or pursuant to any other federal or state requirement. In no event shall an institution=s affirmative action plan require the use of quotas to meet its affirmative action goals or require the hiring of an unqualified

person for any non-exempt position.

SECTION 6. PROBATIONARY PERIOD

6.1 Full-time regular classified employees shall serve a six-month probationary period beginning at the original date of employment.

6.2 At the end of three months and the end of the six-month probationary period, the employee shall receive a written evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. As with all positions, continued employment is based on adequate funding, satisfactory performance and adherence to system and institution rules and regulations.

SECTION 7. COMPENSATORY/OVERTIME PROVISIONS

7.1 Non-exempt employees may receive compensatory time off in lieu of overtime pay. All hours worked beyond 37.2 and up to and including 40 hours are calculated at the employee's regular hourly rate. Time worked beyond 40 hours in a work week are to be calculated at a rate of one and one-half times the regular hourly rate.

7.2 A written agreement between the employee and the institution shall exist when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or employer at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.

7.3 Within 60 days of passage of this rule, institutions shall develop an agreement form for compensatory time accumulation in lieu of overtime payment and shall specify the required approval process which must be completed before a non-exempt employee may work beyond 372 hours.

7.4 Employees may accumulate up to two hundred forty (240) hours of compensatory time and shall be paid for all hours worked above the maximum accrual.

7.5 Employees in public safety, seasonal work, and/or emergency response categories may accumulate up to four hundred eighty (480) hours and shall be paid for all hours worked above the maximum accrual.

7.6 Compensatory time must be used within one year of accrual. The use of compensatory time off shall be requested two weeks in advance of the use of the time off. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional unit.

7.7 Should an individual's employment be terminated, any unused compensatory time shall be reimbursed as follows:

7.7.1 The average regular rate received by such employee during the first three years of the employee's employment; or,

7.7.2 The final regular rate received by such employee, whichever is higher.

7.8 An employee may not work overtime unless approved in advance per institutional policy.

SECTION 8. POSTING

8.1 Each institution shall develop a policy for posting of classified positions both internally and externally in order to provide employees adequate time to make application for positions. Institutions shall develop such policy within 90-days of the effective date of this rule.

8.2 Posting shall not apply to casual or temporary positions.

TITLE 133
LEGISLATIVE RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 53
HUMAN RESOURCES ADMINISTRATION

§133-53-1. General.

- 1.1. Scope. This rule establishes policy in a number of areas regarding human resources administration for the employees of the West Virginia Higher Education Policy Commission (Commission) and the public higher education institutions in West Virginia. It also provides guidelines for governing boards relative to decisions pertaining to public higher education employees.

The primary responsibility for implementation rests with the Commission, in consultation with the West Virginia Council for Community and Technical College Education (Council), who shall provide leadership and assistance to the human resources professionals within each organization to bring about the changes successfully.

- 1.2. Authority. West Virginia Code §18B-1B-5, §18B-4-2a, §18B-7, §18B-8, §18B-9 and §18B-9A.
- 1.3. Filing Date. May 2, 2013.
- 1.4. Effective Date. May 2, 2013.
- 1.5. Repeals and replaces Title 133 Series 8, Sections 3, 10, 11, 18, and 19.

§133-53-2. Purpose.

- 2.1. The intent of this rule is to establish a statewide, integrated human resources structure capable of, but not limited to, meeting the following objectives.
 - 2.1.a. Providing benefits to the citizens of the State of West Virginia by supporting the public policy agenda as articulated by state policymakers;
 - 2.1.b. Addressing fiscal responsibility by making the best use of scarce resources and promoting fairness, accountability, credibility, transparency and a systematic (FACTS) approach to progress in personnel decision-making;

- 2.1.c. Building upon human resources best practices to prevent, reduce, or, wherever possible, eliminate arbitrary and capricious decisions affecting employees of higher education organizations;
- 2.1.d. Creating a stable, self-regulating human resources system capable of evolving to meet changing needs;
- 2.1.e. Providing for institutional flexibility with meaningful accountability;
- 2.1.f. Adhering to federal and state laws, promulgated and adopted rules;
- 2.1.g. Implementing, as appropriate, human resources best practices throughout the state higher education system;
- 2.1.h. Developing and implementing a classification and compensation system that is fair, transparent, understandable, easy to administer, self regulating, and adaptable to meet future goals and priorities;
- 2.1.i. Providing for careful consideration of the recommendations and supporting documentation contained in the Final Report of the Select Committee on Higher Education Personnel;
- 2.1.j. Encouraging organizations to pursue a human resources strategy which provides monetary and non-monetary returns to employees in exchange for their time, talents, and efforts to meet articulated goals, objectives and priorities of the State, the Commission and the organization;
- 2.1.k. Maximizing the recruitment, motivation and retention of highly qualified employees, ensuring satisfaction and engagement of employees with their jobs, ensuring job performance and achieving desired results; and
- 2.1.l. Providing for recommendations from the Compensation Planning and Review Committee and the Job Classification Committee to be considered by the Commission and to be included in the legislative reporting process.

§133-53-3. Definitions.

- 3.1. Base Salary. The amount or a rate of compensation for a specified position of employment or activity excluding annual experience increment and any other payments or allowances for work or activity unrelated to that specified position of employment.

- 3.2. **Benchmark Job.** A job that is commonly found and defined and is used to make pay comparisons, either within the organization or to comparable jobs outside the organization.
- 3.3. **Benefits.** Programs that an employer uses to supplement the cash compensation of employees, including but not limited to, health and welfare plans, retirement plans, pay for time not worked, and other employee perquisites.
- 3.4. **Career Ladder.** A structured sequence of related, upwardly progressing positions.
- 3.5. **Chancellor.** Chancellor refers to the chief executive officer of the West Virginia Higher Education Policy Commission or the West Virginia Council for Community and Technical College Education, as appropriate.
- 3.6. **Classification System.** An organized structure in which classified jobs, job descriptions, job titles, and job analyses are utilized to determine a hierarchy of jobs, career ladders and pay grade assignments.
- 3.7. **Classified Employee.** Any regular employee of an organization who holds a full-time or part-time position and is assigned a particular job and job title within the classification system established by this rule or by other duly promulgated and adopted rules of the Commission.
- 3.8. **Compensation.** Earnings provided by an employer to an employee for services rendered.
- 3.9. **Compensation Philosophy.** The guiding principles that ensure that a compensation program supports an organization's culture.
- 3.10. **Compensation Strategy.** The principles that guide the design, implementation and administration of a compensation program at an organization for the purpose of supporting the organization's mission, vision, goals and objectives.
- 3.11. **Employee Classification or Employee Class.** There are three employee classes: classified, nonclassified and faculty.
- 3.12. **External Market Compensation:** The external market, for purposes of evaluating relative market equity, for a classified, nonclassified or faculty position, shall be deemed to be the median compensation of substantially comparable positions in the relevant recruitment market as provided for in the approved institutional salary rule.

- 3.13. **Factor.** A key position trait used to evaluate a classified position according to a point factor system. The items are Knowledge; Experience; Complexity and Problem Solving; Freedom of Action; Breadth of Responsibility; Scope and Effect; Intrasystems Contacts; External Contacts; Direct Supervision Exercised; Indirect Supervision Exercised; Physical Coordination; and Working Conditions and Physical Demands.
- 3.14. **Full Funding.** When an organization provides, in total, one hundred percent of the funds needed to meet the salary funding target reflected in the Temporary Higher Education Classified Employee Annual Salary Schedule, as calculated in October, 2010.
- 3.15. **Generic Job Description.** A summary of the essential functions of a job, including the general nature of the work performed, a characteristic listing of duties and responsibilities, and the specifications necessary to perform the work.
- 3.16. **Hot Jobs.** Jobs which are subject to market volatility and in high demand, usually for a temporary length of time, for which there is a low supply of available workers with the required education, skills and abilities.
- 3.17. **Institutions.** The following entities individually or collectively—Bluefield State College; Concord University; Fairmont State University; Glenville State College; Marshall University; Shepherd University; West Liberty University; West Virginia School of Osteopathic Medicine; West Virginia State University; and West Virginia University, including Potomac State College and West Virginia University Institute of Technology.
- 3.18. **Job.** The total collection of tasks, duties, and responsibilities assigned to one or more individuals whose work is of the same nature and level.
- 3.19. **Job Evaluation.** A formal process used to evaluate classified jobs, establish proper pay grades, and slot jobs in pay grades.
- 3.20. **Job Family.** A series of job titles in an occupational area or group.
- 3.21. **Job Title.** The label that uniquely identifies and generally describes a job. The same descriptive job title shall be given to a group of jobs, regardless of location in the organization, which are substantially the same in duties and responsibilities, and which require substantially the same knowledge, skills and abilities performed under similar working conditions.
- 3.22. **Major Deficiency.** When an organization has failed to comply with federal or state law or with personnel rules of the Commission as identified by the human resources review.

- 3.23. **Meaningful Accountability.** Measures that ensure adherence to rules and policies and provides for consequences for non-compliance.
- 3.24. **Merit Increases.** A discretionary salary increase given to an employee to reward demonstrated achievements in the performance of the duties and responsibilities of a position, as evaluated by criteria established by the organization.
- 3.25. **Nonclassified Employee.** An employee of an organization who holds a position that is not assigned a particular job and job title within the classification system established by this rule, or, by other duly promulgated and adopted rules of the Commission and who meets one or more of the following criteria:
- 3.25.a. Employee holds a direct policy-making position at the department or organization level; or
- 3.25.b. Employee reports directly to the president or chief executive officer of the organization.
- 3.26. **Nonclassified Job Description.** A summary of the most important features of a job, including the general nature and level of the work performed.
- 3.27. **Organizations.** The following entities individually or collectively—Bluefield State College; Concord University; Fairmont State University; Glenville State College; Marshall University; Shepherd University; West Liberty University; West Virginia School of Osteopathic Medicine; West Virginia State University; West Virginia University, including Potomac State College and West Virginia University Institute of Technology; Blue Ridge Community and Technical College; Bridgemont Community and Technical College; Eastern West Virginia Community and Technical College; Kanawha Valley Community and Technical College; Mountwest Community and Technical College; New River Community and Technical College; Pierpont Community and Technical College; Southern West Virginia Community and Technical College; West Virginia Northern Community College; West Virginia University at Parkersburg; the Office of the Higher Education Policy Commission; the Office of the Council for Community and Technical College Education; and the West Virginia Network for Educational Telecomputing.
- 3.28. **Pay Grade.** The level to which a job is assigned within a classification structure.
- 3.29. **Peer Group.** The job occupation group as recommended by the external vendor conducting the employee market salary study used to compare where each employee category falls in relation to its relevant recruitment

market.

- 3.30. Point Factor Methodology. A method used to evaluate job factors in order to determine the pay grade to which a classified position is assigned.
- 3.31. Position. A set of duties and responsibilities requiring employment of a single employee at a particular organization.
- 3.32. Position Information Questionnaire (PIQ). A tool used in the creation and evaluation of a classified position including the factors of Knowledge; Experience; Complexity and Problem Solving; Freedom of Action; Scope and Effect; Breadth of Responsibility; Intrasystems Contacts; External Contacts; Direct Supervision Exercised; Indirect Supervision Exercised; Physical Coordination; and Working Conditions and Physical Demands.
- 3.33. President. A chief executive officer of an institution of higher education in West Virginia who reports to the institution's governing board.
- 3.34. Promotion. Movement from a classified position requiring a certain level of skill, effort, and authority into a vacant or newly created classified position assigned to a different job title and a higher pay grade that requires a greater degree of skill, effort, and authority.
- 3.35. Relative Market Equity. The relative market status of each employee classification at an organization falls within five (5) percent of all other employee classifications within the organization for the preceding three-year period. A comparison of the relative market status of the three distinct employee classes wherein the range from the class furthest from its market is within five (5) percent of the class closest to its market.
- 3.36. Relative Market Status. The calculated relationship between the average salary of each employee classification and its peer group.
- 3.37. Return Rights. The right of a nonclassified employee to return to either classified status or faculty status when provided for in the employee's contract or when an employee is involuntarily transferred to a nonclassified position; provided, however, that the return right either shall be provided for in West Virginia Code, or be in writing, a copy of which is to be provided to the employee and placed in the personnel file. For return to classified status, this writing must set forth the classified job title and pay grade. For return to faculty status, this writing must set forth the appropriate faculty track, and rank.
- 3.38. Salary Benchmarking. The process of market pricing a benchmark job.

- 3.39. Salary Schedule. A schedule consisting of a series of pay grades enacted by the Legislature or the Commission.
- 3.40. Step. A standard progression in pay rate established within a pay grade.

§133-53-4. Classification and Compensation System Goals and Objectives.

- 4.1. The Commission, in consultation with the Council, shall implement, control, supervise, and manage a complete, uniform system of personnel classification and compensation for classified employee positions. The chief purposes of the system are to accomplish the following goals and objectives:
 - 4.1.a. Attract well qualified and diverse applicants.
 - 4.1.b. Retain and motivate employees to accomplish objectives, goals, and priorities in state law, rules of the Commission, state-wide master plans for higher education, and institutional compacts.
 - 4.1.c. Retain and reward classified employees who make valuable contributions to state and organization goals, objectives and priorities.
 - 4.1.d. Compensate employees within an organization fairly in relation to one another.
 - 4.1.e. Compensate employees across the higher education system who are performing similar work at similar wage rates.
 - 4.1.f. Compensate employees at levels that are competitive with appropriate external markets and are fiscally responsible.
 - 4.1.g. Ensure that regular market salary analyses are performed to determine how organization compensation for all classes of employees compares to compensation in relevant external markets.
 - 4.1.h. Maintain a uniform system for classifying jobs and positions of an organization's classified employees.
 - 4.1.i. Move classified employees through the compensation system based on performance and other objective, measureable factors including education, years of experience in higher education and experience above position requirements.
 - 4.1.j. Assign each current employee to an initial step for his or her pay grade that is closest to and exceeds his or her current salary regardless of previous education, experience or performance. The

salary of a current employee may not be reduced by a job reclassification, a modification of the market salary schedule, or other conditions that the Commission and the Council consider appropriate and reasonable.

- 4.2. The Commission, in consultation with the Job Classification Committee (JCC), shall have in place a generic job description for every classified job title.
- 4.3. The Commission, in consultation with the JCC, shall develop a Position Information Questionnaire (PIQ) to be used by all organizations to gather data necessary for classification of positions.
 - 4.3.a. Each organization must ensure that a PIQ shall exist for every classified position. A PIQ shall be updated at least every three years for accuracy by the employee and supervisor and submitted to human resources. Submission of an updated PIQ does not constitute a request for a classification review. A formal request must be made pursuant to section six of this rule.
 - 4.3.b. Neither the employee nor the supervisor shall place duties in the employee's PIQ that the employee is not performing, but may be expected to perform in the future.
- 4.4. Salary adjustments shall be made in accordance with the procedures for upgrades and downgrades specified in Commission rule or rules. During the course of its reviews, should the JCC discover the systematic misapplication of the program by an organization, it shall notify the Chancellors, who will take the appropriate action warranted.
- 4.5. Whenever the Chancellors, in consultation with the Vice Chancellor for Human Resources and the JCC determine that employees have been misclassified at the organizational level, they shall order that these classifications and salaries be immediately adjusted to the proper level.
- 4.6. Absent fraud on the behalf of the employee, any overpayment to the employee because of an erroneous classification decision by an organization shall not be collected from the employee. However, any erroneous overpayment to such an employee, once corrected, shall not be deemed as evidence in claims by other employees that the classification and compensation program is not equitable or uniform.
- 4.7. Provide that recommendations from the Compensation Planning and Review Committee (CPRC) and the JCC be considered by the Commission and the Council and be included in the legislative reporting process.

- 4.8. The Commission may allow the CPRC to collapse the three lowest pay grades into a single pay grade and provide for employees to be paid at rates appropriate to the highest of the three lowest pay grades.
- 4.9. Pursuant to State law, the Commission may not delegate to the JCC or the CPRC the following:
 - 4.9.a. Approval of a classification and compensation rule;
 - 4.9.b. Approval of the job evaluation plan;
 - 4.9.c. Approval of the annual market salary schedule; and
 - 4.9.d. Approval of the annual minimum salary schedule.

§133-53-5. Job Classification Committee.

- 5.1. The Commission hereby establishes a Job Classification Committee (JCC). This committee shall replace the Job Evaluation Committee (JEC) upon the effective date of this rule. The Vice Chancellor for Human Resources shall serve as the Chair of the Job Classification Committee.
- 5.2. The JCC shall be comprised of four classified employees and six Human Resources specialists, ensuring representation from the Council institutions and the Commission institutions.
- 5.3. The Chancellor shall solicit nominations for JCC members from the Advisory Council of Classified Employees (ACCE) and the Chief Human Resources Officers (CHROs).
- 5.4. JCC members shall be appointed by the Chancellor of the West Virginia Higher Education Policy Commission, with concurrence of the Chancellor of the West Virginia Council for Community and Technical College Education, subject to approval by the Commission and Council.
- 5.5. An organization may have no more than two members serving on the Committee at any time and the combined membership representing various groups or divisions within or affiliated with an organization in total may not constitute a majority of the membership.
- 5.6. Committee members shall serve staggered terms. One third of the initial appointments shall be for two years, one third for three years and one third for four years. Thereafter, the term is four years. A member may not serve more than four years consecutively.

- 5.7. The Commission shall use a point factor methodology to classify jobs. The Commission, in consultation with the Council, may adjust the job evaluation plan, including the factors used to classify jobs and their relative values, if necessary.
- 5.8. Powers and duties of the Job Classification Committee include, but are not limited to, the following:
 - 5.8.a. Providing a system of audit for all job descriptions to make sure that the responsibilities of positions are accurately reflected;
 - 5.8.b. Modifying and deleting jobs and assigning job titles;
 - 5.8.c. Reviewing and revising job titles to make them consistent among organizations, including adopting consistent title abbreviations;
 - 5.8.d. Establishing job worth hierarchies and data lines for each job title;
 - 5.8.e. Classifying jobs, establishing proper pay grades, and placing jobs in pay grades consistent with the job evaluation plan;
 - 5.8.f. Determining when new job titles are needed and creating new job titles within the system;
 - 5.8.g. Recommending base pay enhancements for jobs for which the application of point factor methodology produces significantly lower salaries than external market pricing. The JCC may exercise this authority only if it reevaluates each job annually to make a determination whether the enhancement should be continued;
 - 5.8.h. Recommending a procedure for performing job family reviews for the joint approval of the Commission and Council;
 - 5.8.i. Determining appropriate career ladders within the classification system and establishing criteria for career progression;
 - 5.8.j. Hearing job classification appeals prior to commencement of the formal grievance process pursuant to Commission rule or rules; and
 - 5.8.k. Developing operational procedures which shall include, but not be limited to, the keeping of minutes which shall be recorded, posted and maintained at the direction of the Vice Chancellor for Human Resources.
- 5.9. The JCC shall meet monthly if there is business to conduct and also may meet more frequently at the call of the chair, given adequate lead time. A

majority of the voting members serving on the Committee at a given time constitutes a quorum for the purpose of conducting business providing that both classified staff and human resources representatives are present.

- 5.10. When evaluating jobs, the JCC shall use the following procedure:
 - 5.10.a. Each JCC member shall classify each job individually, independently of other members;
 - 5.10.b. The chair shall compile and share the individual evaluations with the whole JCC; and
 - 5.10.c. After discussing the issues and resolving differences, the JCC shall make a determination of the appropriate classification for each job. The Vice Chancellor for Human Resources shall communicate, in writing, the JCC's decision to the CHROs and members of the JCC within ten working days.

§133-53-6. Classification Review Request of Existing Position.

- 6.1. An incumbent classified employee or the employee's supervisor may request a PIQ review when significant changes occur in the principal duties and responsibilities of a classified position. To initiate the review, the employee and supervisor must revise the PIQ and submit it to Human Resources along with a formal request for a review. The request must include the date and the reason for such request.
 - 6.1.a. The responsibility for assigning tasks and duties to a position belongs to the supervisor.
 - 6.1.b. Requests for position reviews also may be initiated by an employee with Human Resources after discussion with the immediate supervisor.
 - 6.1.c. PIQ reviews also may be initiated by the institution's Chief Human Resources Officer or his/her designee after discussion with the immediate supervisor.
- 6.2. Within forty-five (45) working days from the date of the formal request for review of a PIQ, the institution's Chief Human Resources Officer or his/her designee shall report to the requestor in writing the result of the classification review.
- 6.3. An organization that fails to complete a review within the specified time shall provide the employee back pay from the date the request for review

was received if the review, when completed, produces a reclassification of the position into a job in a higher pay grade.

§133-53-7. Classification Appeals Process.

- 7.1. The objective of classifying a position is to determine job content and its relative worth. A job's title and description are based upon the duties and responsibilities of the position, not the characteristics of the individual holding the position.
- 7.2. In the event that a classified employee disagrees with a classification decision made at the organizational level, he/she may appeal that decision in writing to the Vice Chancellor for Human Resources for review by the JCC. Filing a classification appeal, however, shall not abridge the rights of a classified employee to file a formal grievance, using the statutory grievance process as set forth in West Virginia Code §6C-2-1 *et seq.*; provided, however, upon the simultaneous filing of a statutory grievance and a classification appeal to the Vice Chancellor for Human Resources by a classified employee, a request may be made, in writing, by the classified employee to hold the grievance in abeyance until the review by the JCC is completed and a classification decision is rendered by the JCC.
- 7.3. Time limits.
 - 7.3.a. The classified employee shall submit a completed "Classification Appeals Form" to the organization's Human Resources office within ten (10) working days from the date of receipt of the notice of the organization's classification decision.
 - 7.3.b. The organization's human resources staff shall render a decision on the appeal within five (5) working days whether the original decision shall be upheld.
 - 7.3.c. The classified employee shall have five (5) working days from the date of receipt of the notice upholding the original decision of the organization to appeal the action to the Vice Chancellor for Human Resources for submission to the JCC.
- 7.4. Upon receipt of the classified employee's appeal of the organization's decision, the Vice Chancellor for Human Resources shall forward the appeal to the JCC.
 - 7.4.a. The JCC shall review the Classification Appeals Form, the original PIQ, and all supporting documentation, submitted by a classified employee to the Human Resources Office.

- 7.4.b. The JCC may review comparable positions within the organizations, as defined in Section 3.27 of this rule.
- 7.4.c. The JCC shall notify the classified employee, and the organization's Human Resources Office, of its decision in writing, within twenty (20) working days from the date of receipt of the appeal to the Vice Chancellor for Human Resources. The notification shall specify the effective date should there be any change in status.
- 7.5. An appeal shall not be considered if based on any of the following reasons:
 - 7.5.a. Seniority. An appeal shall not be considered if it is based on the employee's length of service with the organization or with the state of West Virginia.
 - 7.5.b. Qualifications of the individual incumbent. An appeal shall not be considered if it is based upon the individual classified employee's qualifications. A classification determination is based upon the requirements in the PIQ necessary to perform the duties and responsibilities of the position.
 - 7.5.c. Anticipated future job responsibilities. An appeal shall not be considered if it is based upon responsibilities that may be included in the job assignment in the future.
 - 7.5.d. Job Performance. An appeal shall not be considered if it is based upon the performance of the incumbent or certain personality traits (e.g., loyalty, dedication, commitment to organization, hardworking, etc.). A classification determination is based upon the level and complexity of the duties and responsibilities outlined in the PIQ, not the characteristics of the individual holding the position.
 - 7.5.e. Salary within a salary range. An appeal shall not be considered if it is based upon the fact that an employee's salary is close to the maximum of a salary range or the relative position of the salary within the assigned salary range.
 - 7.5.f. Increase in the volume of work. An appeal shall not be considered if it is based on the volume of work rather than the level of responsibilities and complexity of the work.

§133-53-8. Compensation Planning and Review Committee.

- 8.1. The Commission shall hereby establish and maintain a Compensation Planning and Review Committee (CPRC). The Vice Chancellor for Human Resources shall serve as the Chair of the CPRC.
- 8.2. The composition of the CPRC shall consist of the Vice Chancellor for Human Resources, the Vice Chancellor for Finance, four members representing the statewide Advisory Council of Classified Employees, two from institutions under the jurisdiction of the Council and two from institutions under the jurisdiction of the Commission; two members representing the Advisory Council of Faculty; one from institutions under the jurisdiction of the Council and one from institutions under the jurisdiction of the Commission; and two human resources administrators from institutions under the jurisdiction of the Council, and two human resources administrators from institutions under the jurisdiction of the Commission; and a president from each of the two systems.
- 8.3. The method for nominating CPRC members shall be representative of all the higher education organizations and affected constituent groups, including specifically providing for membership selections to be made from nominations from the Advisory Council of Classified Employees, the Advisory Council of Faculty, the human resources representatives, and the Council of Presidents group. The Presidents shall nominate a president from their respective systems. The Chancellors, jointly, shall appoint members from nominations made by these affected constituent groups and require approval of the Commission and Council before beginning service.
- 8.4. An organization may have no more than two members serving on the CPRC at any time and the combined membership representing various groups or divisions within or affiliated with an organization in total may not constitute a majority of the membership.
- 8.5. The CPRC members shall develop operational procedures which shall include, but not be limited to, the keeping of minutes which shall be recorded, posted and maintained at the direction of the Vice Chancellor for Human Resources.
- 8.6. The CPRC shall manage all aspects of compensation planning and review that the Commission delegates to it, within the provisions of state law.
- 8.7. CPRC members shall serve staggered terms. One third of the initial appointments shall be for two years, one third for three years and one third for four years. Thereafter, the term is four years. A member may not serve more than four years consecutively.
- 8.8. The CPRC shall meet at least quarterly and at other times at the call of the Chair. A majority of the voting members serving on the CPRC at a given

time constitutes a quorum for the purpose of conducting business, provided that at least one member from each constituent group is present.

- 8.9. The CPRC has powers and duties which include, but are not limited to, the following:
 - 8.9.a. Making annual recommendations for revisions in the system compensation plan, based on existing economic, budgetary and fiscal conditions or on market study data;
 - 8.9.b. Overseeing the five-year external market salary study;
 - 8.9.c. Overseeing the annual internal market review;
 - 8.9.d. Meeting at least annually with the JCC to discuss benchmark jobs to be included in salary surveys, market “hot jobs” that may require a temporary salary adjustment, results of job family reviews, and assessment of current job titles within the classification system for market matches and other issues as the Vice Chancellor for Human Resources, in consultation with the Chancellors, determines to be appropriate;
 - 8.9.e. Recommending to the Chancellors a process for their approval to recommend and calculate temporary salary adjustments and any time limits or reviews of these adjustments; and
 - 8.9.f. Performing other duties as assigned by the Commission or as necessary or expedient to maintain an effective classification and compensation system.

§133-53-9. Compensation: Classified Market Salary Structure and Minimum Salary Schedule.

- 9.1. The Commission and Council shall develop and maintain a market salary structure and minimum salary schedule and ensure that all organizations under its jurisdiction adhere to state and federal laws and duly promulgated and adopted organization rules.
- 9.2. The Commission and Council shall jointly contract with a qualified external vendor to conduct a market salary study for each category of employees at least once within each five-year period. Based on the study results, the Commission and Council, in consultation with the CPRC, and taking into consideration the recommendations of the external vendor, may take any combination of the following actions in regard to the classified market salary structure:

- 9.2.a. Adjust the number of pay grades;
 - 9.2.b. Adjust the point values necessary for a job to be assigned to a particular pay grade;
 - 9.2.c. Adjust the midpoint differentials between pay grades to better reflect market conditions; or
 - 9.2.d. Adjust the range spread for any pay grade.
- 9.3. The Commission, in consultation with the Council, may perform an annual review of market salary data to determine how salaries have changed in the external market. Based on supporting data derived from that review, the Commission and Council, with input from the CPRC, shall adjust the market salary structure. In the absence of a market salary study conducted by a qualified external vendor, the Commission and Council may not adjust the midpoint differentials between pay grades unless required to do so by a change in minimum wage or other laws or regulations and may not adjust the range spread for any pay grade.
- 9.4. The market salary structure serves as the basis for the following activities:
- 9.4.a. Evaluating compensation of classified employees in relation to appropriate external markets. The external market compensation for a job shall be deemed to be the median compensation of substantially comparable positions in the relevant recruitment market; and
 - 9.4.b. Developing the minimum salary schedule to be adopted by the Commission and Council. No organization may compensate a classified employee at a salary rate of less than the minimum salary rate values provided for in the minimum salary schedule.
- 9.5. The market salary structure shall include the following criteria:
- 9.5.a. The number of pay grades and steps to be included in the structure;
 - 9.5.b. A midpoint value for each pay grade which represents the average salary of jobs in that pay grade. The Commission and Council may choose a midpoint step value at its discretion, based on its compensation philosophy, which need not be based exclusively on market salary data; and
 - 9.5.c. The minimum and maximum step values based on an established range spread, as well as values for other steps in the salary structure.

- 9.6. The Commission and Council may annually approve a minimum salary schedule that sets forth a compensation level for each step and pay grade below which no organization employee may be paid.
- 9.7. The minimum salary floor for each pay grade and step on the minimum salary schedule shall be at an appropriate percentage of the most recent annual market salary data, to be determined by the Commission and Council. The Commission and Council also shall consider the minimum wage and other laws that ensure that employees earn a living wage and shall maintain a salary structure which ensures that the average salary of each class of employees meets relative market equity among employee classes. The Commission and Council may take into consideration other factors they consider appropriate.
- 9.8. The external market, for purposes of evaluating relative market equity, for a classified, nonclassified or faculty position, shall be deemed to be the median compensation of substantially comparable positions in the relevant recruitment market, as provided for in the approved institutional salary rule.
- 9.9. The salary of a classified employee working fewer than thirty-seven and one-half hours per week shall be prorated. The organization's salary rule may provide for differential pay for certain classified employees who work different shifts, weekends or holidays.
- 9.10. Merit increases may be granted if they are in accordance with state code and with duly promulgated rules of the Commission.

§133-53-10. Salary Benchmarking.

- 10.1. The Commission will utilize an experienced compensation consultant to perform the functions related to salary benchmarking.
- 10.2. Job descriptions representative of all categories of employees will be reviewed to ensure that the duties and responsibilities are understood so that appropriate matches can be made to benchmark positions. The following guidelines will be used for benchmark selection:
 - 10.2.a. Representation of all job families and levels throughout the system.
 - 10.2.b. Highly populated jobs.
 - 10.2.c. Jobs found in most of the system institutions.
 - 10.2.d. Jobs with recruitment or retention problems.
 - 10.2.e. Geographic differentials as necessary will be used to ensure that the

data are reflective of the labor market and economic conditions.

§133-53-11. Full Funding: Temporary Higher Education Classified Employee Annual Salary Schedule.

- 11.1. Once the Commission has certified that an organization under its jurisdiction has achieved full funding of the Temporary Higher Education Classified Employee Annual Salary Schedule, the organization's governing board has the authority to pay classified employees in excess of the salary on the Temporary Higher Education Classified Employee Annual Salary Schedule for their pay grade and years of experience, as long as the governing board has a salary rule in place ensuring that salary increases above the salary schedule are distributed equitably and in a manner consistent with the uniform classification and compensation system.
- 11.2. An organization has achieved full funding of the Temporary Higher Education Classified Employee Annual Salary Schedule when it provides, in total, one hundred percent of the funds needed to meet the salary funding target as calculated in October 2010. When an organization is fully funded, the Chancellor shall provide official certification that the organization has attained full funding of the Temporary Higher Education Classified Employee Annual Salary Schedule.
- 11.3. Until an organization is fully funded or making appropriate progress as defined in this rule, the following restrictions apply:
 - 11.3.a. Classified salary increases distributed within the organization shall be provided in accordance with the uniform classification and compensation system established by §18B-9A-1 et seq.
 - 11.3.b. An organization may not provide discretionary salary increases including performance or merit based increases to the president or chief executive or any group or class of employees, other than classified employees.
- 11.4. An organization is considered to be making appropriate progress when it has funded at least twenty-five percent of the amount needed to reach full funding of the Temporary Higher Education Classified Employee Annual Salary Schedule by July 1, 2012; has funded at least fifty percent of the calculated amount by July 1, 2013; has funded at least seventy-five percent of the calculated amount by July 1, 2014 and has funded one hundred percent of the calculated amount by July 1, 2015.
- 11.5. Until such time that a new salary schedule is implemented, the current Temporary Higher Education Classified Employee Annual Salary Schedule, consisting of a minimum annual salary for each pay grade in

accordance with experience in West Virginia higher education or West Virginia state government, shall be in place. An employee is considered equitably compensated if his or her salary is at the minimum salary on the Temporary Higher Education Classified Employee Annual Salary Schedule that is required for his or her pay grade and years of experience on the July 1, 2001 salary schedule.

§133-53-12. Classification System Methodology Audit.

- 12.1. By July 1, 2014 and at least once within each five year period thereafter, the Commission and Council shall review the effectiveness of the system for classifying jobs and submit an in-depth report to the Legislative Oversight Commission on Education Accountability. The report shall include, but is not limited to, findings, recommendations and supporting documentation regarding the following job classification issues:
 - 12.1.a. The effectiveness of the point factor methodology and a determination of whether it should be maintained; and
 - 12.1.b. The status of the job evaluation plan, including the factors used to classify jobs or their relative values, and a determination of whether the plan should be adjusted.

§133-53-13. Nonclassified Employees.

- 13.1. By July 1, 2013, the percentage of personnel placed in the category of nonclassified may not exceed twenty-five percent of the total number of classified and nonclassified employees of that organization.
- 13.2. Except as otherwise provided for in this rule, by July 1, 2015, the percentage of personnel placed in the category of nonclassified may not exceed twenty percent of the total number of classified and nonclassified employees of that organization.
- 13.3. Organizations may request an extension to July 1, 2016, to comply with the requirement that the percentage of personnel placed in the category of nonclassified may not exceed twenty percent of the total number of classified and nonclassified employees of that organization. If an extension is granted, it may not exceed twenty-five percent and it must be approved in advance of implementing such extension, by both the institution's governing board and the Commission.
- 13.4. In establishing return rights of a nonclassified employee to classified status, the return rights must be evidenced in writing, provided to the employee and placed into the employee's personnel file, and must articulate the job title and pay grade. If the institution's compensation system establishes discretion as to placement on the salary schedule, then an indication of that

placement must be specified.

- 13.5. In establishing return rights of a nonclassified employee to faculty status, the return rights must be evidenced in writing, provided to the employee and placed into the employee's personnel file, and must articulate faculty track, tenure status if any, faculty rank if any, faculty job title, faculty compensation rate, and if non-tenured, whether the faculty status would be for a term, defined in the document, or for the remainder of the academic or fiscal year following separation from nonclassified status.
- 13.6. Classified employees who were involuntarily transferred to non-classified positions have the right to return to classified positions based on West Virginia Code provisions.
- 13.7. When an organization counts, as faculty or classified staff, those administrators who retain the right to return to faculty or classified positions, these designations apply only to the calculation of the organization's compliance with the statutory maximum ratio of nonclassified employees and are to be treated and counted as nonclassified employees for all other purposes. An organization shall report to the Commission all nonclassified employees who retain return rights to either a classified or faculty position in the category of "nonclassified" in all data submissions or analysis other than the determination of the ratio of nonclassified employees, including but not limited to the analysis of relative market equity.
- 13.8. The current annual salary of a nonclassified employee may not be reduced if his or her position is redefined as a classified position solely to meet the requirements of West Virginia Code §18B-7-11. If such a nonclassified employee is reclassified, his or her salary does not constitute evidence of inequitable compensation in comparison to other employees in the same pay grade.

§133-53-14. Employee Performance Evaluations.

- 14.1. After a classified employee's probationary period, during which 3-month and 6-month probationary performance evaluations are required, each employee shall receive a written evaluation of his or her job related performance on an annual basis. A copy of the evaluation document shall be placed into the employee's personnel file and must include confirmation, through a physical or an electronic signature of the employee, signifying that the employee has participated in the evaluation process.
- 14.2. Organizations shall conduct regular performance evaluations of non-classified employees and faculty as well as classified employees.

- 14.3. Each organization shall develop a consistent, objective performance evaluation system and evaluation instrument(s).
- 14.4. Organizations shall train supervisors in the best practices of conducting employee performance evaluations.
- 14.5. Supervisors who fail to conduct evaluations of those employees who report to them, according to their organization's policies, may be subject to disciplinary action.

§133-53-15. Training and Development.

- 15.1. The Vice Chancellor for Human Resources shall carry out the following duties related to training and development:
 - 15.1.a. Analyzing and determining training needs of organization employees and formulating and developing plans, procedures and programs to meet specific training needs and problems. Successful completion of these tasks requires the Vice Chancellor for Human Resources to work closely with and communicate regularly with the training and development coordinators employed by each organization.
 - 15.1.b. Developing, constructing, maintaining and revising training manuals and training aids or supervising development of these materials by outside suppliers.
 - 15.1.c. Planning, conducting, and coordinating management inventories, appraisals, placement, counseling and training.
 - 15.1.d. Coordinating participation by all employees in training programs developed internally or provided by outside contractors.
 - 15.1.e. Administering and analyzing an annual training and development needs survey. The survey may coincide with the completion of the annual performance review process.
 - 15.1.f. Developing model supervisor training programs in order to provide guidance in best practices related to supervision of subordinates and compliance with federal and state employment laws and rules of the Commission.
 - 15.1.g. Developing training and professional development programs for personnel who administer human resources functions at each organization in response to performance reviews of those personnel, which are conducted at least once every three years.

- 15.2. The Commission shall assist organization human resources professionals in applying Fair, Accountable, Credible, Transparent, and Systematic (FACTS) principles to all human resources functions and shall provide model training programs to organizations upon request for assistance.
- 15.3. Funds allocated or made available for employee continuing education and development may be used to compensate and pay expenses for faculty or staff pursuing additional academic study or training to better equip themselves for their duties.
- 15.4. Subject to legislative appropriation therefore, the Commission shall provide additional, regular training and professional development for human resources employees and any appointees to committees appointed by this rule. The training and development shall be:
 - 15.4.a. Mandatory with appropriate consideration given to limiting travel demands on employees; and
 - 15.4.b. In addition to and may not supplant the training and professional development regularly provided to any class of employees by each organization.
- 15.5. An account of the total amount, type of training or professional development provided, the number of employees who participated and the overall cost of the training and professional development provided to employees shall be provided to the Commission by the organizations as part of the annual personnel reports at a time designated by the Commission.

§133-53-16. Organizational Rules.

- 16.1. Each institution shall amend any of its policies/rules to comply with the Commission's rule or rules no later than six months after the effective date of any change in statute or Commission rule or rules, unless a different compliance date is specified within the statute or rule containing the requirements or mandate.
- 16.2. An institution may not adopt a rule, as mandated by this subsection, until it has consulted with the appropriate employee classes affected by the institution's rule or rule's provisions. At a minimum, consultations with the institutional Classified Employees Council (staff council) and/or the institutional Faculty Senate (faculty senate), as appropriate, shall take place.

- 16.3. If an institution fails to adopt a rule or rules as mandated by this subsection, the Commission may prohibit it from exercising any flexibility or implementing any discretionary provision relating to human resources contained in statute or in a Commission rule until the organization's rule requirements have been met.
- 16.4. An institution may exercise additional flexibility or areas of operational discretion identified in statute or in Commission rule or rules when it meets the following requirements:
 - 16.4.a. Receives certification from the Commission that the institution has achieved full funding of the Temporary Higher Education Classified Employee Annual Salary Schedule or is making appropriate progress toward achieving full funding.
 - 16.4.b. Promulgates a comprehensive salary rule or rules as required by statute.
 - 16.4.c. Receives approval for the salary rule from the Chancellor.
 - 16.4.d. Adopts the rule by vote of the institution's governing board.
- 16.5. The Chancellor or his or her designee has the authority and the duty to review each institution's salary rule or rules and to recommend changes to the rule or rules to bring them into compliance with state and federal law, Commission rule or rules or legislative and Commission intent. The Chancellor may reject or disapprove any rule or rules, in whole or in part, if he or she determines that it is not in compliance with any law or rule/rules or if it is inconsistent with Legislative and Commission intent or does not sufficiently address and include measures that foster meaningful accountability of the institution to this rule, its own rules and state and federal law.

§133-53-17. Organizational Accountability.

- 17.1. The Commission shall conduct a systematic human resources review of each organization by an external vendor possessing experience and expertise in conducting these reviews every five years, subject to Legislative appropriation. The first review shall be completed no later than June 30, 2013.
- 17.2. The review shall focus on highlighting strengths and identifying and correcting any deficiencies in complying with state and federal law and in adhering to personnel rule or rules of the Commission.

- 17.3. The Commission shall provide organizations with reasonable notice prior to conducting a human resources review and shall identify the subjects to be examined in the review.
- 17.4. A major deficiency means an organization has failed to comply with federal or state law or with personnel rules of the Commission. The following guidelines exist for correcting deficiencies should any be found:
 - 17.4.a. When a major deficiency is identified, the Commission shall notify the governing board of the institution in writing within forty working days, giving particulars of the deficiency and outlining steps the governing board is required to take to correct the deficiency.
 - 17.4.b. The governing board shall correct the major deficiency within four months and shall notify the Commission when the deficiency has been corrected; however, extensions of this time frame may be requested and granted by the Commission.
- 17.5. If the governing board fails to correct the major deficiency or fails to notify the Commission that the deficiency has been corrected within a period of four months from the time the governing board receives notification, the Commission shall apply sanctions as specified:
 - 17.5.a. A formal reprimand shall be placed in the personnel file of each key administrator who shares responsibility and has operational authority in the area of the identified deficiency. The maximum period of time this reprimand shall remain in the personnel file shall be one year.
 - 17.5.b. Other sanctions may include, but are not limited to, suspending new hiring by the organization and prohibiting compensation increases for key administrators who have authority over the areas of major deficiency until the identified deficiencies are corrected.
- 17.6. To the extent that major deficiencies are identified relative to the Commission central office the sanctions described above shall be applicable.
- 17.7. The Vice Chancellor for Human Resources shall report annually to the Commission on each institution under its jurisdiction on its adherence to this rule, the institution's own rules and both state and federal law regarding personnel and accountability.

West Virginia Higher Education Policy Commission
Meeting of June 22, 2018

ITEM: Approval of Proposed Series 62, Procedural Rule, Energy and Water Savings Performance Contracts, Monitoring, Use and Reduction

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the proposed Series 62, Procedural Rule, Energy and Water Savings Performance Contracts, Monitoring, Use and Reduction, to be filed with the Secretary of State for a thirty-day public comment period, and if no substantive comments are received, that the Commission extends its final approval.

STAFF MEMBER: Jim King

BACKGROUND:

The proposed Series 62, Procedural Rule, Energy and Water Savings Performance Contracts, Monitoring, Use and Reduction, is a guideline and method by which institutions can perform assessments and benchmarking to implement energy efficient measures. After the initial benchmarking is performed, each campus will have an idea of the energy intensity of their physical plant. This can be formalized into an energy management plan, which in turn can be integrated into the Campus Facilities Plan.

Additionally, this proposed rule will also provide for institutions to consider engaging with an energy services company (ESCO) and/or professional engineering services for Guaranteed Energy Savings Projects. EnergyStar.gov reports that:

The nation's education institutions spend almost \$14 billion annually on energy. The U.S. Environmental Protection Agency (EPA) through the Energy Star program, offers a proven energy management strategy to reduce energy bills by 30 percent or more. By improving energy efficiency, colleges and universities can distinguish themselves as environmental leaders and save money for repair and renovation, hiring of new faculty, new construction and other core activities.

There are several no cost and low cost measures that the rule will encourage, including the EnergyStar Portfolio manager, a robust tool to inventory and assess campus buildings for overall energy usage. With this information, institutions will have the data to either address buildings individually, or consider the services of qualified engineering or

energy services companies to address the entire campus over a shorter period of time.

The highlights of the proposed rule include the following:

- Acquiring basic knowledge to accurately monitor energy usage;
- Provide procedures by which institutions may interview and select qualified energy firms;
- Provide coordination from Commission staff to enable institutions to monitor energy usage;
- Assist institutions in the selection, planning and/or financing of Guaranteed Savings Projects;
- Provide energy savings best practices, training and resources for institutions; and
- Assist institutions with the integration of energy reduction methods and capital planning as mandated in West Virginia Code §18B-19-3, system capital development planning.

If approved, this rule will encourage institutions to monitor and recover unnecessary expenses as a result of more aggressive energy management measures. As stated above, it is easily achievable for institutions to recognize a 10-15% savings the first year alone.

Staff recommends approval of the proposed Series 62 for filing with the Secretary of State for a thirty-day public comment period and, if no substantive comments are received, final filing of the rule with the Secretary of State.

**TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 62
ENERGY AND WATER SAVINGS PERFORMANCE CONTRACTS, MONITORING USE AND
REDUCTION**

§133-62-1. General.

1.1. Scope. -- This rule establishes guidelines and procedures that will establish a recommended standardized Energy Savings Performance Contract process (ESPCP) through which all West Virginia regional public colleges and universities reduce energy use and water consumption.

1.2. Authority. West Virginia Code §18B-1-6(c)(3).

1.3. Filing Date.

1.4. Effective Date.

§133-62-2. Purpose.

2.1. The primary purposes of this rule are to:

2.1.a. Encourage individual campuses and the West Virginia Higher Education Policy Commission (Commission) to examine all opportunities for reduction in overall energy use;

2.1.b. Ensure that institutions have the basic knowledge necessary to accurately monitor energy usage;

2.1.c. Encourage institutions follow recommended procedures for selecting qualified firms and/or professional services from the Commission's list of pre-qualified vendors for Guaranteed Energy Savings Projects;

2.1.d. Provide coordination as requested to assist institutions in the selection, planning and/or financing of Guaranteed Energy Savings Projects; and

2.1.e. Provide energy savings best practices, training, and resources for institutions.

§133-62-3. Guidelines.

3.1. The following will guide the further development and coordination of Guaranteed Energy Savings Projects and/or energy use reduction measures on campus;

3.1.a. It is recommended that all institutions, at a minimum, have completed the EnergyStar Portfolio Manager for all campus structures to establish a baseline score for each building regarding energy usage. Additionally, all institutions should establish the Energy Use Intensity (EUI) number for each campus structure. Once the Portfolio Manager and the EUI inventory are completed, the data should be submitted to the Office of Finance and Facilities.

3.1.b. Once the Portfolio Manager and EUI numbers are established, all institutions are encouraged to have an energy use monitoring plan in place that addresses, but is not limited to the following: prioritization of energy reduction measures beginning with the most critical structure, immediate measures that can be implemented to reduce excessive energy usage, and/or consideration of engaging with an energy services company (ESCO) and/or professional engineering services for Guaranteed Energy Savings Projects from the Commission's list.

3.1.c. All institutions are encouraged to continually monitor the utility usage and at a minimum, annually review their energy plans. The president of each institution shall submit a copy of the Energy Management Plan to the Chancellor annually by June 30. A written summary of any revisions to the energy plan is to accompany the document submitted to the Chancellor. The governing boards shall provide all data relating to the plan to the Commission that the Commission requests.

3.1.d. While the Energy Management Plan is a stand-alone document, there should be consideration given to coordination with the Campus Development Plan, especially where there is overlap regarding deferred maintenance.

3.1.e. Within the Energy Management Plan, consideration should be given to include faculty, staff, and students on opportunities available to reduce energy usage on an individual level.

3.1.f. All institutions are encouraged to either appoint an Energy Management Coordinator or develop and maintain an Energy Management Committee. The purpose of this individual or committee is to monitor and review best practices regarding energy savings opportunities. The Energy Management Committee should consist of, but is not limited to, campus leadership, facilities, students, staff and faculty. Any community members interested should be encouraged to participate as well. Either the Energy Management Coordinator or an appointee from the Energy Management Committee will be the point of contact to the Director of Facilities and Sustainability in the Higher Education central office for such matters of support, training and sharing of information for any matters regarding energy savings opportunities.

3.1.g. The Commission, through the Director of Facilities and Sustainability, will actively provide training and resources associated with energy management, EnergyStar Portfolio Manager, energy use calculation and any other methods that can assist and support energy use best practices.

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Approval of Revisions to Series 4, Procedural Rule, Rules and Administrative Procedures

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the revisions to Series 4, Procedural Rule, Rules and Administrative Procedures, to be filed with the Secretary of State for a thirty-day public comment period, and if no substantive comments are received, that the Commission extends its final approval.

STAFF MEMBER: Bruce Walker

BACKGROUND:

With the enactment of House Bill 2815 in 2017, the authority and involvement of the Commission in the promulgation of rules by the governing boards was changed, minimizing oversight of the rules enacted by the exempted schools and limiting oversight of the rules enacted by the remaining governing boards. Series 4, Procedural Rule, Rules and Administrative Procedures, sets out the rule-making procedures for those schools under the jurisdiction of the Commission. This draft updates that rule.

The major changes to the rule include the following:

- Making recommendations to the rule-making procedure in certain areas instead of mandating specific procedures.
- Eliminating nearly all the oversight of the rule-making procedure by the exempted schools.
- Limiting oversight of the rule-making procedure by the other schools under the jurisdiction of the Commission.
- Conforming to the amendments in House Bill 2815.
- Makes formatting changes to conform the rule to formatting requirements.

Staff recommends approval of the revised Series 4 for filing with the Secretary of State for a thirty-day public comment period and, if no substantive comments are received, final filing of the rule with the Secretary of State.

**TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 4
RULES AND ADMINISTRATIVE PROCEDURES**

§133-4-1. General.

1.1. Scope. Rule establishing process for adoption, amendment, or repeal of rules and posting and publication of rules and administrative procedures by state institutions of higher education under the jurisdiction of the West Virginia Higher Education Policy Commission (Commission).

1.2. Authority. West Virginia Code §18B-1-6(c)(3).

1.3. Filing Date. ~~March 20, 2013.~~

1.4. Effective Date. ~~April 19, 2013.~~

1.5. Repeals and replaces previous Series 4 dated ~~July 31, 2006~~ April 19, 2013.

§133-4-2. Definitions.

2.1. Rule. Any regulation, guideline, directive, standard, statement of policy or interpretation of general application ~~and future effect that also~~ which has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens. The following are not rules:

2.1.a. Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution that deal solely with the internal management or responsibilities of a single unit, division, department or school; or

2.1.b. Academic curricular policies that do not constitute a mission change for the institution.

2.2. Administrative Procedure. Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”

§133-4-3. Application.

3.1. This rule shall apply to the adoption, amendment, or repeal of any rule by a governing board of any public higher education institution under the ~~West Virginia Higher Education Policy Commission's~~ jurisdiction, as well as to the posting and publication of rules and administrative procedures.

3.2. A governing board may not delegate responsibility for approving a rule to the President.

3.3. The Chancellor shall periodically ~~provide~~ advise institutions ~~with examples~~ of topics that should be dealt with only through the rule-making process. If the governing board or President of an institution is unsure whether the rulemaking process must be used, the governing board or President shall seek guidance from the Chancellor or his/her designee.

3.4. Each institution's governing board shall adopt a rule that outlines the rulemaking process at that institution pursuant to this rule and code.

3.5. No rule shall be adopted, amended, or repealed by a governing board without the appropriate provisions in this rule and its own rule on rules being met.

§133-4-4. Rulemaking Process.

4.1. Consultation. Institution officers are encouraged to consult with interested groups before presenting a proposed rule to the governing board for consideration.

4.2. Approval of Proposed Notice and Rulemaking. If a governing board determines that a rule concerning a subject matter under the governing board's jurisdiction should be adopted, amended, or repealed, the governing board ~~may~~ should approve a notice of proposed rulemaking. A notice of proposed rulemaking ~~shall~~ should include:

4.2.a. A brief description of the subject matter of the rule, an explanation of how comments will be received, the deadline for receiving comments, and contact information for the person who has been designated to receive comments; and

4.2.b. A copy of the proposed rule if adoption or amendment is proposed or a copy of the current rule if repeal is proposed.

4.3. Notice of Proposed Rulemaking. Notices of proposed rulemaking ~~shall~~ should be provided directly to the Chancellor, those persons representing students, faculty, and ~~classified employees~~ staff at the institution, and other interested parties. In addition, notices of proposed rulemaking shall be posted prominently at a location or locations accessible to the public and identified in the institution's rule on rules, as well as posted on the institution's website, and copies should be made available at no cost to any requester.

4.4. Comment Period. Except for emergency rules, a notice of proposed rulemaking must provide for a public comment period of at least thirty (30) days during which written comments will be received before final adoption of the rule. A President or governing board may also provide for a public hearing.

4.5. Approval of Final Rule.

4.5.a. If a governing board originally approved a notice of rulemaking at a previous meeting and no comments are received during the comment period, a proposed rule need not be re-approved by the governing board if the board provides so at the time it approves the proposed rule.

4.5.b. If written comments are received or a hearing held during the comment period, the governing board ~~shall~~ should summarize the comments received and/or made and make a determination concerning each issue raised. The governing board may amend a proposed rule as a result of the comments or evidence received. All written comments and evidence received and determinations made by the governing board ~~shall~~ should be made available in the manner set out in Section 4.3 of this rule at least ten (10) days prior to the meeting in which the governing board gives final approval to the rule and be carefully preserved by the institution and open for public inspection and copying for a period of at least five (5) years from the date of final board action.

4.5.c. The institution shall furnish the Chancellor or his/her designee with a copy of the final proposed rule ~~within thirty fifteen (30) (15) days of~~ prior to the governing board's formal adoption of the final rule.

4.5.d. Except as set forth in Section 4.5.f of this rule, any rule adopted by a governing board shall not be effective until ~~approved~~ reviewed and commented on by the Chancellor or his/her designee. The

Chancellor or his/her designee shall notify the governing board of any specific or general objections to the rule within fifteen (15) days of receiving the proposed rule and allow the governing board to address the objections. ~~If the governing board disagrees with the objections, it may protest the Chancellor's decision to the West Virginia Higher Education Policy Commission. If the Chancellor or his/her designee has not provided any objections to a rule within thirty (30) days of receipt of its final version it shall be deemed approved. Approval by the Chancellor or West Virginia Higher Education Policy Commission may not be withheld unless the rule is inconsistent with state or federal law or the policies and mission of the West Virginia Higher Education Policy Commission.~~

4.5.e. In situations where the governing boards ~~of Marshall University and West Virginia University~~ have been given authority that inherently requires the governing board to promulgate and adopt a rule, that authority is void until the governing board adopts a rule in a manner consistent with this rule and state code.

4.5.f. Any rule adopted by the governing boards ~~of Marshall University or West Virginia University~~ the exempted schools under West Virginia Code §18B-1-2 shall not be subject to Section 4.5.d. of this rule. ~~Marshall University and West Virginia University~~ However, the exempted schools shall submit their ~~rules~~ proposed rule to the Chancellor and the Chancellor shall submit any comments or suggestions to the governing board within ~~thirty (30)~~ fifteen (15) days of receipt of the proposed rule. Any comments or suggestions made by the Chancellor regarding a proposed rule by ~~these two~~ any governing boards of non-exempted schools may not become effective or implemented until the governing board places the comments or suggestions on its agenda and considers them at a meeting of the governing board.

§133-4-5. Posting and Publication of Approved Rules.

5.1. Approved rules shall be posted prominently at a location or locations identified in the institution's rule on rules, as well as on the institution's website, and copies shall be made available at no cost to any requester.

5.2. Approved rules shall be enumerated in a manner that makes them easily identifiable.

5.3. No later than October 1 of each year, each institutional governing board shall file with the ~~West Virginia Higher Education Policy~~ Commission a list of all institutional rules that were in effect on the first day of July of that year, as well as a list of institutional rules repealed during the preceding year.

5.3.a. For each rule listed, the governing board shall identify the most recent date on which each rule was adopted, amended or repealed.

5.3.b. The list shall include a statement by the chair of the governing board certifying that the governing board complied with the provisions of West Virginia Code §18B-1-6 and this rule when each rule was adopted.

§133-4-6. Emergency Rules.

6.1. In the case of an emergency, a governing board of a non-exempted school may adopt, amend, or repeal a rule without first following the procedure set out in this rule. An exempted school's governing board shall include any such authority in its own rule on rules

6.2. For the purpose of this section, an emergency exists when the adoption, amendment, or repeal of a rule is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive

or rule of the ~~West Virginia Higher Education Policy~~ Commission, or to prevent substantial harm to the public interest, or to deal with financial exigency. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who shall disapprove the action of the governing board if the Chancellor, or his/her designee, disagrees that an emergency existed.

6.3. Any emergency rule shall remain in effect no longer than three (3) months and shall expire unless a final rule has been approved under the normal process set out in this rule.

§133-4-7. Administrative Procedures.

7.1. This rule contains no restrictions on the adoption, amendment or repeal of administrative procedures. A governing board, however, is free to impose restrictions on this process.

7.2. The institution shall post administrative procedures prominently at places where those subject to the administrative procedures are likely to see them.

§133-4-8. Enforceability.

8.1. Any institution rule that fits within the definition contained in Section 2.1 of this rule, but which has not previously been adopted by a formal vote of the governing board, must be adopted, amended or repealed by the governing board on or before July 1, 2006, or it shall be void and may not be enforced.

8.2. Any institution rule adopted, amended or repealed after the effective date of this rule in a manner inconsistent with the provisions of this rule shall be void and may not be enforced.

8.3. Any institution rule or policy statement not posted in a manner consistent with the provisions of this rule may not be enforced.

West Virginia Higher Education Policy Commission
Meeting of June 22, 2018

ITEM: Approval of Revisions to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the revisions to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents, to be filed with the Secretary of State for a thirty-day public comment period, and if no substantive comments are received, that the Commission extends its final approval.

STAFF MEMBER: Bruce Walker

BACKGROUND:

House Bill 2815 enacted in 2017 removed authority of the Commission in approving the appointment and compensation of presidents at the exempted schools. In addition, the legislation removed the requirement that the Commission approve the appointment of a president at a non-exempt school and instead only gives it the power to confirm an appointment.

The major changes to the rule include the following:

- Removing authority of the Commission over the appointment and compensation of Presidents at exempted schools.
- Changing the Commission's role in the appointment of President at all other schools to one of "confirmation" instead of "approval".
- Makes formatting changes to conform the rule to formatting requirements.

Staff recommends approval of the revised Series 5 for filing with the Secretary of State for a thirty-day public comment period and, if no substantive comments are received, final filing of the rule with the Secretary of State and the Legislative Oversight Commission for Education Accountability (LOCEA) for legislative approval.

TITLE 133
LEGISLATIVE RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 5
GUIDELINES FOR GOVERNING BOARDS IN EMPLOYING AND EVALUATING
PRESIDENTS

§133-5-1. General.

1.1. Scope - Rule establishing guidelines for governing boards of non-exempted schools to use in employing and evaluating presidents.

1.2. Authority - West Virginia Code ' ' 18B-1B-4, 18B-1B-6.

1.3. Filing Date – ~~April 14, 2009~~

1.4. Effective Date – ~~May 14, 2009~~

1.5. Repeal of former Rule – Repeals and replaces former rule dated ~~July 14, 2005~~ May 14, 2009.

§133-5-2. State Colleges and Universities.

2.1. The provisions of this rule apply to the employment of presidents of Bluefield State College, Concord University, Fairmont State University, Glenville State College, ~~Marshall University~~, Shepherd University, West Liberty State College, ~~West Virginia School of Osteopathic Medicine~~, and West Virginia State University ~~and West Virginia University~~.

2.2. Upon the occurrence of a vacancy in the position of President at one of the institutions set out in Section 2.1, the governing board of the institution shall undertake a search for a new President. The governing board is responsible for the search, both procedurally and financially. The governing board shall adopt a procedure, consistent with this rule, governing the search. The search procedure adopted by the governing board shall be approved by the West Virginia Higher Education Policy Commission ("Commission") prior to being implemented. The procedure shall require, at the least:

2.2.4a. Input as to the best characteristics and qualities of the President should be solicited by the governing board of its constituencies and utilized in selecting and evaluating the candidates.

2.2.2b. If a search committee is appointed, it shall include representation of faculty, students, and staff, and other constituencies of the institution. The number and constituency of the membership of the committee shall be at the discretion of the governing board.

2.2.3c. A position announcement shall be prepared detailing the characteristics and qualities sought in a new President and distributed to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose

of advertising the position.

2.2.4d. Interviews with the finalists, as determined by the governing board, shall be conducted on campus and, during the campus visits, students, classified employees, non-classified employees, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates, and their comments shall be solicited and evaluated by the governing board.

2.2.5e. Background checks may be conducted on each candidate prior to interviewing with the search committee or governing board. Background checks should be conducted on finalists prior to any campus visit made at the invitation of the search committee or governing board and shall be conducted prior to any final selection by the search committee or the governing board. On-site visits to the candidates' current and past places of employment may be conducted and are recommended for the final candidates. Standard industry practices shall be utilized in conducting background checks and, at a minimum, shall include confirmation of degrees and past employment-and criminal and credit checks.

2.3. Candidates may be considered through their own application or by nomination.

2.4. Members of the governing board, or any search committee appointed, may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the governing board or search committee, or authorized agents or staff as designated in the search procedures approved by the Commission. When candidates are invited to a preliminary interview with the search committee, they shall be notified of the conditions under which confidentiality may be waived as to background checks and that in the event that they are invited for a campus interview, their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.

2.5. At the request of an institution, the Commission may provide the governing board with staff assistance to manage the search process, or the governing board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search.

2.6. The Chancellor shall serve as an ex officio, non-voting member on all search committees or bodies serving in that capacity during the search process. The Commission reserves the right to conduct independent interviews of one or more finalists. Prior to exercising such option, it shall give sufficient notice to the governing board so that any such interviews will occur sufficiently close to the final decision of the governing board. All presidential appointments ~~shall~~ must be ~~approved~~ confirmed by the Commission.

2.7. Terms of compensation and contracts discussed with or offered to candidates shall be consistent with the sections of this rule regarding presidential compensation and contracts.

2.8. Interim Presidents appointed by a governing board shall be ~~approved~~ confirmed by the Commission.

§133-5-3. Presidential Contracts.

3.1. Governing boards under the jurisdiction of the Commission shall receive the approval of the Commission of the total compensation package from all sources for a President when the President is initially hired and for any subsequent changes in the total compensation package.

3.2. A President is considered as will and pleasure employee of his/her governing board unless that status is specifically altered by the President's letter of appointment or contract. Presidential contracts exceeding a term of one fiscal year shall conform to the following:

3.2.4a. An initial offer of employment as President, or guarantee of employment in that or another position, may not exceed two years. After the initial contract, the governing board may offer contracts of up to five years. A President assigned to an alternative position during a guaranteed term of employment shall perform substantive duties on behalf of the institution in order to collect his or her salary.

3.2.2b. All contracts with a term greater than one fiscal year shall be conditioned upon availability of funding.

3.2.3c. A governing board may agree to reasonable notice of the intent not to renew a contract. It is recommended that such notice not exceed one year but may be increased up to two years after five years of service by the President.

3.2.4d. All contracts with a commitment of continued employment must provide that the President may be discharged for "cause" and that such a discharge nullifies any commitment to continued employment. "Cause" includes, but is not limited to, official misconduct, incompetence, neglect of duty, gross immorality, malfeasance, misfeasance, insubordination, and acts of commission or omission in violation of the governing board's directives or policies.

3.3.5e. Provisions in contracts existing on the effective date of this rule that are inconsistent with this rule may remain in effect at the discretion of the governing board unless the provisions are in violation of the statute.

§133-5-4. Compensation.

4.1. The total compensation of a President, from all sources, shall receive prior approval of the Commission. Forms of compensation which require prior approval include: annual salary derived from whatever funding source, deferred compensation, and housing or vehicle allowances. The governing board may require approval of other compensation such as non-state funded discretionary funds, compensation from other employment or for service on a corporate board of directors, and payment of dues or assessments for membership in non-professional related clubs or associations. Any such compensation received shall be reported to the Chancellor. If approval of deferred compensation is being sought, the institution shall submit an actuarial report to the Commission detailing the present cash value of the deferred compensation and conditions for eligibility or receipt of the deferred compensation.

4.2. The total salary from all funding sources for a President should be based on a comparison of the presidential salaries at the institution's peer institutions, ~~as defined by the Commission. Other or other~~ national data sources which may be utilized by the governing board, as appropriate, to establish salary

ranges.

4.3. A percentage presidential salary increase in excess of the average percentage salary increase for all personnel at that institution within the last calendar year may be approved only if a detailed rationale of its governing board justifying the increase is submitted to the Commission.

4.4. Housing allowances granted a President not provided housing by the institution may not be considered as part of the presidential salary for the purposes of Section 4.2 above.

4.5. Annually, the Chancellor shall make available to the governing boards and Commission the most recent College and University Professional Association for Human Resources (CUPA-HR) or other comparable salary data applicable to their institutions.

4.6. The Commission must receive notice, but need not approve or confirm an increase in the compensation of a President that is exactly in the ratio of compensation increases allocated to all institutional employees if approved by the governing board.

§133-5-5. Presidential Evaluation.

5.1. Each governing board shall conduct a formal and structured written performance evaluation of the institution's President every third year of the President's employment. The President's performance shall be evaluated in relation to the duties and responsibilities assigned the President by the governing board, the success of the institution in meeting each requirement of its institutional compact, and any other criteria previously established by the governing board.

5.2. The governing board shall appoint a committee of its own members, a visiting team, or any combination thereof, and utilize institutional personnel-including faculty and staff as well as students, and persons who are knowledgeable of higher education matters ~~who are not otherwise directly employed by a governing board~~ to assist in its evaluation of the President.

5.3. The governing board committee, visiting team, or other body chosen by the governing board, shall visit the campus to receive the views of the President, governing board members, administrators, faculty, classified employees, non-classified employees, students, alumni, and community leaders. A schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus shall be arranged.

5.4. The governing board shall use the report of its committee, visiting team, or other body chosen by the governing board to assist in its own written evaluation of the President. The governing board's evaluation shall be reported to the President of the institution, the Chancellor, and the Chair of the Commission.

5.5. The Chancellor shall provide the governing boards, upon request, with evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of college and university presidents and provide any assistance requested by a governing board in performing the evaluations set out in this rule.

5.6. The governing board shall conduct a written evaluation at the end of the initial contract period. In addition to the formal and structured evaluation every three years and at the end of the initial contract period, each President shall receive a written yearly evaluation in a manner and form decided by the governing board.

5.7. The Commission shall not approve any request for an increase in compensation of a President prior to receiving an evaluation of that President for the year immediately preceding the requested increase.

West Virginia Higher Education Policy Commission
Meeting of June 22, 2018

ITEM: Approval of Revisions to Series 7, Emergency and Legislative Rules, West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence (PROMISE) Scholarship Program

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the proposed revisions to Series 7, as an Emergency Rule, West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence (PROMISE) Scholarship Program, to be filed with the Secretary of State for a thirty-day public comment period, and if no substantive comments are received, that the Commission extends its final approval.

Further Resolved, That the West Virginia Higher Education Policy Commission approves the revisions to Series 7, as a Legislative Rule for filing with the Secretary of State and submission to the Legislative Oversight Commission on Education Accountability and final filing with the Secretary of State if no substantive comments are received at the conclusion of the comment period.

STAFF MEMBER: Brian Weingart

BACKGROUND:

Senate Bill 319, which passed during the 2018 legislative session, removed the requirement for homeschooled students to pass a high school equivalency exam to qualify for the PROMISE Scholarship.

The major changes to the rule include the following:

- Allowing homeschooled students to qualify for PROMISE by meeting the 3.0 cumulative and core grade point average instead of being required to take a high

- school equivalency exam.
- Clarifying language in the rule regarding students who are enrolled less than full-time in the summer term need to be granted a waiver in order to utilize the PROMISE Scholarship.
- Streamlining the language regarding academic year instead of 12 month period.

Statutory language in Senate Bill 319 requires the Commission to file the rule as an Emergency Rule. The rule is subject to prior approval of the Legislative Oversight Commission on Education Accountability (LOCEA). Series 7 will be filed as an Emergency Rule for a thirty-day public comment period.

Staff further recommends approval of the proposed revisions to Series 7 as a Legislative Rule for filing with the Secretary of State for a thirty-day public comment period. If no substantive comments are received, final filing of the rule will occur with the Secretary of State and LOCEA for legislative approval.

**TITLE 133
EMERGENCY RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 7
WEST VIRGINIA PROVIDING REAL OPPORTUNITIES FOR MAXIMIZING IN-STATE
STUDENT EXCELLENCE (PROMISE) SCHOLARSHIP PROGRAM**

§133-7-1. General.

1.1. Scope. -- This rule establishes guidelines and procedures for establishing eligibility for the West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence Scholarship Program, hereinafter referred to as PROMISE.

1.2. Authority. -- West Virginia Code §18B-1-6 and §18C-7-6.

1.3. Filing Date. -- ~~July 5, 2017.~~

1.4. Effective Date. -- ~~August 5, 2017.~~

1.5. Sunset Date. -- This rule shall terminate and have no further force or effect upon the expiration of five years from its effective date.

§133-7-2. Eligibility of High School Graduates for Initial Award.

2.1. To be eligible for an initial PROMISE Scholarship, a high school applicant must be eligible for the award at the time of application and at the time the award is received by meeting all academic criteria in place at the time of application and award; and

2.1.a. Must complete high school graduation requirements at a West Virginia public or private high school unless he or she qualified as a military dependent under Section 6 of this rule, or has commuted to an out-of-state school pursuant to Section 7 of this rule; and

2.1.b. Must complete at least one half of the credits required for high school graduation through attendance at a public or private high school in this state, unless he or she qualified as a military dependent under Section 6 of this rule, or has commuted to an out-of-state school pursuant to Section 7 of this rule; and

2.1.c. Must apply for the scholarship within two years of graduation from high school unless the applicant entered the United States armed services pursuant to Section 5 of this rule; and

2.1.d. Must, while enrolled in high school, have attained a cumulative grade point average of at least 3.0 on a 4.0 scale, based on county board grading policies, in both core courses and overall coursework required for graduation by the State Board of Education; and

2.1.e. Must meet standardized test score criteria on an ACT or SAT national test as established by the West Virginia Higher Education Policy Commission (Commission); and

2.1.f. Must have resided in West Virginia continuously for a minimum of twelve consecutive months immediately preceding the final date of application for a PROMISE Scholarship, unless a member of the Armed Services pursuant to Section 5 of this rule or a military dependent pursuant to Section 6 of this rule, and be a United States citizen, a U.S. permanent resident, or an eligible non-citizen who meets

the residency requirements for Federal Student Aid; and

2.1.g. Must submit both the Free Application for Federal Student Aid and any application form required by the Commission by the deadline established by the Commission; however:

2.1.g.1. Any student who misses the deadline for application may apply by a later date established by the Commission for a spring semester award. This option is contingent upon the availability of funding for late awards.

2.2. The grade point average required in Section 2.1.d. will be determined by the appropriate school official at the end of the sixth high school semester. However, the final calculation of the grade point average and eligibility for the award may be determined as late as after the eighth semester.

2.3. Weighted grades may be used in the computation of a student's core and overall grade point average based on county board grading policies.

2.4. A student who applied for and was deemed eligible for a PROMISE award must enroll for the first regularly scheduled enrollment period after being selected unless granted a deferment under the leave of absence provisions of Section 10.7 or 10.8.

2.5. A student who was deemed eligible for a PROMISE award but elects not to enroll at an eligible institution set forth in Section 8 of this rule may regain eligibility providing the student discontinues enrollment at the ineligible institution no later than one academic year after high school graduation and re-enrolls at an eligible institution. Any such student must meet the eligibility standards for a PROMISE award renewal set out in Section 10 of this rule.

§133-7-3. Eligibility for the Home-Schooled.

3.1. A person who has been home-schooled pursuant to the exemption allowed by W.Va. Code § 18-8-1 for both the 11th and 12th grades as documented by registration with the county school board system is eligible for a PROMISE award, but only if he or she has ~~passed a state approved high school equivalency examination with a minimum score~~ completed the required core and elective coursework necessary to prepare students for success in postsecondary education at the associate and baccalaureate levels by attaining a cumulative grade point average of at least 3.0 on a 4.0 grading scale in both core courses and overall coursework as determined by the Commission. The Commission may inquire into the substance or content of the program to assess the content thereof for the purpose of determining whether a student meets the requirement of Section 3.1.

3.2. A home-schooled student must apply for a PROMISE award within two years of ~~the earlier of passing a state approved high school equivalent examination or~~ the date the student's high school class would normally have graduated and meet all other criteria established by the Commission, including required scores on national standardized tests.

3.3. The parents or legal guardian and the applicant must meet the residency requirements set out in Section 2.1.f. of this rule.

§133-7-4. Eligibility for Graduates of Alternative Educational Programs.

4.1. A person who successfully completed an alternative educational program, such as the Mountaineer Challenge Academy, approved by the Director of State Financial Aid Programs, is eligible for a PROMISE award, but only if he or she has passed a state approved high school equivalency examination with a minimum score determined by the Commission.

4.2. A graduate of such programs must apply for a PROMISE award within two years of the earlier of passing a state approved high school equivalent examination or the date the student's high school class would normally have graduated and meet all other criteria at the time of application established by the Commission, including required scores on national standardized tests.

4.3. The parents or legal guardian and the applicant must meet the residency requirements set out in Section 2.1.f. of this rule.

4.4. A student passing a state approved high school equivalent examination under other exceptional circumstances may appeal for scholarship consideration under the provisions of Section 14 of this rule.

§133-7-5. Eligibility of Members of Armed Services.

5.1. A person who entered full-time, active duty with the United States armed services within two years of his or her high school graduation and is discharged with a status other than dishonorable is eligible to apply or claim a PROMISE award within seven years of the time he or she has initially entered military service. However, this eligibility ends one year after discharge from such military service.

5.2. The applicant must meet all other criteria established by the Commission for eligible high school graduates at the time of the application, including high school grade point average and required scores on national standardized tests.

5.3. The applicant must meet the residency requirements set out in Section 2.1.f. of this rule, or have entered military service from this state, and not have established domicile in another state, at any time during that military service.

5.4. A student attending a United States military academy is only eligible for a PROMISE award if he or she leaves the military academy and meets the requirements of Section 2.5 of this rule.

§133-7-6. Eligibility of Military Dependents.

6.1. The credit hour requirements in Section 2.1.b. and the residency requirements of Section 2.1.f. of this rule shall be waived if:

6.1.a. The applicant both resided in a state other than West Virginia and attended high school in another state or in a United States territory, United States possession or foreign country; and

6.1.b. Resided with his or her parent or legal guardian; and

6.1.c. The applicant's parent or legal guardian served in the United States armed forces while the student attended high school in such state, territory, possession or country; and

6.1.d. The parent or legal guardian was stationed for military purposes in such state, territory, possession or country; and

6.1.e. The parent or legal guardian maintained legal residence in West Virginia while stationed in such state, territory, possession or country.

§133-7-7. Eligibility of Commuting Students.

7.1. The credit hour requirements in Section 2.1.b. of this rule shall be waived if:

7.1.a. The applicant resided in West Virginia while attending high school in another state; and

7.1.b. Resided with his or her parent or legal guardian; and

7.1.c. The parent or legal guardian and the applicant must have met the residency requirements set out in Section 2.1.f. of this rule; and

7.1.d. The student commuted from this state on a daily basis; and

7.1.e. The student was a dependent of the parent or legal guardian with whom the student resided; and

7.1.e.1. A dependent student is one who is required to provide parental information on the Free Application for Federal Student Aid because the student does not meet the criteria to be classified an independent student contained in the Higher Education Act of 1965 as amended and implementing regulations.

7.1.f. The student has not established domicile in another state; and

7.1.g. The school to which the student commuted was fully accredited to a degree acceptable to West Virginia's State Superintendent of Schools; and

7.1.h. The school's curriculum requirements for graduation are equivalent, or sufficiently similar to, those required for high school graduation in this state.

§133-7-8. Eligible Institutions.

8.1. Only those institutions specified in W. Va. Code §18C-7-3, or any other regionally accredited, not-for-profit institution in this state approved by the Commission, are eligible to participate in the PROMISE Scholarship Program.

§133-7-9. Awards.

9.1. "Tuition and mandatory fees" means the quarter, semester or term charges imposed by a state institution of higher education upon all students as a required condition of enrollment.

9.1.a. For purposes of this rule, West Virginia University's undergraduate health sciences students shall be treated as paying the same amount of tuition and mandatory fees as all other West Virginia University undergraduate students.

9.1.b. West Virginia University, Potomac State College of West Virginia University and West Virginia University Institute of Technology are considered separate institutions for purposes of determining tuition rates.

9.2. Students awarded a PROMISE Scholarship shall receive an award equal to the lesser of \$4,750 or the actual tuition and mandatory fee charges for resident students at the institution.

9.3. Awards may be made for summer school. To be eligible for a summer award, a student must be academically eligible for scholarship continuation at the end of the spring semester preceding the summer that assistance is requested. Any summer award under this provision is dependent upon the availability of funds as determined by the Commission.

9.3.a. Priority for summer awards will be based on class rank with the highest priority given to students closest to graduation.

9.3.b. Students, other than those graduating at the end of the summer term of enrollment, must be enrolled for at least 12 credit hours unless granted a waiver of the full-time requirement by the Commission. ~~Students graduating at the end of the summer term of enrollment are only required to enroll for a minimum of 6 credit hours.~~

9.3.c. A summer award counts as a semester of utilization toward the maximum number of available semesters.

9.4. Only full-time, first-year students may receive initial awards. Students already enrolled at a higher education institution are not eligible to apply for a PROMISE award except as outlined in Section 2.1.g.1.

9.5. If the Commission determines that adequate funds are available it may make PROMISE awards greater than \$4,750, but not in excess of actual resident tuition and mandatory fees.

§133-7-10. Eligibility for Renewal of Awards.

10.1. For a student to retain or have the PROMISE award renewed each year the student must be continuously enrolled as a full-time undergraduate student; except during the last ~~two semesters~~ academic year of scholarship eligibility the student may be less than full-time; and

10.2. Maintain at least a 2.75 grade point average on a 4.0 scale the first year and a 3.0 cumulative grade point average in subsequent years; and

10.3. Complete and earn a minimum of 30 credit hours in each ~~12-month period~~ academic year for a student who receives a two-semester award in an academic year. If a student receives a single-semester award, the student must complete and earn a minimum of 15 credit hours in the academic year.

10.3.a. College-Level Examination Program (CLEP) credits may be used to meet the minimum credit hours requirement.

10.3.b. Credit for a course taken again during the same award year, including the summer, to improve a grade, or for any other purpose, may only be counted once in meeting the credit hour requirement.

10.3.c. The ~~12-month period~~ academic year for calculating renewal begins with the fall semester and ends with the summer semester.

10.4. A student seeking an associate degree is eligible to receive a PROMISE award for no more than a total of four semesters of a two-year degree program.

10.4.a. The student must meet the renewal requirements to receive a PROMISE award for a baccalaureate program.

10.5. A student seeking a baccalaureate degree is eligible to receive a PROMISE award for no more than eight semesters of a four-year degree program.

10.6. If a student enrolls in summer school to attain the minimum credit hours required by Section

10.3 or achieve the grade point average required by Section 10.2, he or she shall not receive a PROMISE award for that summer school enrollment. The summer school enrollment must be completed before the commencement of the regular semester of the PROMISE eligible institution the student is attending. Summer school credits may be obtained from an out-of-state institution with approval of the home institution.

10.6.a. All college credit hours and corresponding grades must be counted in determining PROMISE Scholarship eligibility regardless of whether or not the college accepts these credits. Any college credit hours earned prior to the first semester of fall or spring enrollment may not be counted toward the credit hour requirement in determining eligibility for award renewal.

10.7. PROMISE Scholarship students are expected to maintain continuous enrollment in addition to the other renewal requirements set forth in this section. However, this requirement may be waived by an institution of higher education for a medical or family bereavement absence consistent with program policies. The institution may also grant a leave of absence for students entering or being called to military active duty, or enrolling in a study abroad program, internship, or co-op program.

10.8. Other requests for leaves of absence must be submitted in writing by the student to the Director of State Financial Aid Programs. Student leave of absence requests submitted to the director may include, but are not limited to, programs directly related to the student's educational program, study abroad, extreme financial hardships of the student or the student's immediate family, service or volunteerism or other extraordinary circumstances beyond the student's control when continued attendance would create a substantial hardship for the student.

10.9. A student granted a leave of absence under the provisions of Section 10.7 or 10.8 who resumes his or her education at an eligible institution, assuming he or she meets all other eligibility requirements at the time the leave of absence was granted, shall retain eligibility for a PROMISE Scholarship until the first of the following events:

10.9.a. The student received four semesters of PROMISE Scholarship assistance while enrolled in an associate degree program or graduated from the associate degree program; or

10.9.b. The student received eight semesters of PROMISE Scholarship assistance while enrolled in an associate and/or baccalaureate program or graduated from the baccalaureate degree program; or

10.9.c. The sum of the number of academic years from the date of the student's selection as a PROMISE Scholarship recipient equals six years except for the military service provisions of Section 5.

§133-7-11. Duty of PROMISE Recipient Graduates.

11.1. By accepting a PROMISE award, the recipient agrees to provide the information the Commission may request regarding the recipient's address after graduation, employment after graduation, whether and where the recipient is enrolled in post-graduate programs, and such other relevant information as the Commission may deem necessary to assess the effectiveness of the PROMISE Scholarship Program.

§133-7-12. Community Service for Applicants.

12.1. Applicants for PROMISE awards are strongly urged to perform at least 20 hours of unpaid community service while in high school and college. The community service may include, but is not limited to, participation with non-profit, governmental, institutional or community-based organizations designed to improve the quality of life for community residents, meet the needs of community residents,

or foster civic responsibility.

§133-7-13. Coordination with Other Financial Aid.

13.1. PROMISE Scholarship awards shall be coordinated with other financial aid/grant programs in the following manner:

13.1.a. PROMISE awards must be utilized in a manner that maximizes federal scholarship/grant funding (e.g. Pell Grant) and should not be administered in a manner that would result in the loss of federal grant/scholarship funds to a student or to the State of West Virginia.

13.1.b. PROMISE Scholarship awards must be used for tuition and fees.

13.1.c. Institutions are strongly encouraged to allow maximum flexibility in the use of institution based financial aid awards so that they can be used in conjunction with the PROMISE award.

13.2. The amount of a PROMISE award in combination with aid from all other sources shall not exceed the cost of the attendance at the institution the recipient is attending. This restriction does not apply to members of the West Virginia National Guard.

13.3. For those students eligible for federal grant assistance, such as Federal Pell Grants, the federal assistance should be considered the first source of all scholarship/grant funding to the extent permissible under federal law. For students awarded both a PROMISE Scholarship and a need-based grant through the West Virginia Higher Education Grant Program, the PROMISE Scholarship awards shall be considered the first source for these two scholarship/grant programs. West Virginia Higher Education Grants may be combined with PROMISE awards as provided for annually by program policies.

13.4. Should the PROMISE Scholarship award plus the amount of other financial awards exceed the cost of attendance, the institution's financial aid administrator, in consultation with the recipient, will determine what aid is to be reduced. This adjustment should be to the best advantage of the recipient.

13.5. If a PROMISE recipient terminates enrollment for any reason during the academic year, the unused portion of the scholarship shall be returned to the Commission by the institution in accordance with the Commission's rule for issuing refunds pursuant to the provisions of West Virginia Code §18C-5-1 et seq. If the recipient also received federal financial aid, the institution must abide by the refund policy associated with Title IV funds. The institution is responsible for returning the unused portion of the scholarship even if the student does not request a refund from the institution.

§133-7-14. Appeals.

14.1. An applicant for an initial PROMISE Scholarship award may appeal the denial of eligibility for the award with the Director of State Financial Aid Programs.

14.2. Any appeal must be filed within fifteen (15) days of the applicant receiving notice that he or she is not eligible for an initial award. The appeal must detail in writing, and with specificity, including the grounds supporting the appeal and a finding of eligibility. The director may require additional evidence or materials from the applicant or other parties.

14.3. If the appeal is denied by the director, the reasons for the denial shall be communicated in writing to the applicant with an explanation of the reason for the denial.

14.4. An applicant may appeal the director's decision to a review committee appointed by the

Commission.

14.5. Any appeal to the review committee must be filed within fifteen (15) days of notification to the applicant that his or her initial appeal was denied. The appeal must be in writing and detail, with specificity, the grounds supporting the appeal. The review committee may require additional evidence or materials be submitted. If the review committee denies the appeal, the reasons for the denial shall be communicated in writing to the applicant with an explanation of the reason for the denial. The decision of the review committee is final.

14.6. A student granted an initial PROMISE Scholarship may appeal a non-renewal of the award with the person designated at the institution of higher education where the student is enrolled. The appeal process at the institution shall be governed by an established procedure designated by the institution.

14.7. If the appeal of the non-renewal is denied by the institution, the student may appeal that decision to the Director of State Financial Aid Programs. The appeal must be filed within fifteen (15) days of notification to the student of denial of the institutional appeal and shall be heard in the same manner as appeals of denials of initial awards.

14.8. If a student with a PROMISE Scholarship is not eligible for renewal of the award because of failure to maintain academic progress, he or she may not utilize the procedure set out herein to challenge any grade assigned them. Challenges to grades must be brought under established institutional procedures for grade appeals. The process set out above may only be utilized to challenge the application of the eligibility requirements to the grade or grades assigned. If a student is successful on a grade or other appeal and the changing of the grade makes him or her eligible once again for renewal, he or she may petition the Commission for a renewal of the award retroactively.

§133-7-15. Reports.

15.1. The Commission shall report findings about recipients of the scholarships each year to the Legislative Oversight Commission on Education Accountability. Such reports will include the following:

15.1.a. Information on the recipients' demographics including race, income and other variables gathered by the Commission.

15.1.b. Information on students who graduate from college in West Virginia having utilized the PROMISE Scholarship as indicated in Section 11.1 of this rule.

§133-7-16. Accounting, Reporting, and Auditing Requirements.

16.1. Before the end of each fiscal year, each institution's financial aid office must reconcile its PROMISE Scholarship records with:

16.1.a. The Commission's records of PROMISE Scholarship awards and disbursements; and

16.1.b. The institution's business office records of PROMISE Scholarship disbursements.

16.2. All participating institutions may be subject to financial aid audits.

**TITLE 133
LEGISLATIVE RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 7
WEST VIRGINIA PROVIDING REAL OPPORTUNITIES FOR MAXIMIZING IN-STATE
STUDENT EXCELLENCE (PROMISE) SCHOLARSHIP PROGRAM**

§133-7-1. General.

1.1. Scope. -- This rule establishes guidelines and procedures for establishing eligibility for the West Virginia Providing Real Opportunities for Maximizing In-State Student Excellence Scholarship Program, hereinafter referred to as PROMISE.

1.2. Authority. -- West Virginia Code §18B-1-6 and §18C-7-6.

1.3. Filing Date. -- ~~July 5, 2017.~~

1.4. Effective Date. -- ~~August 5, 2017.~~

1.5. Sunset Date. -- This rule shall terminate and have no further force or effect upon the expiration of five years from its effective date.

§133-7-2. Eligibility of High School Graduates for Initial Award.

2.1. To be eligible for an initial PROMISE Scholarship, a high school applicant must be eligible for the award at the time of application and at the time the award is received by meeting all academic criteria in place at the time of application and award; and

2.1.a. Must complete high school graduation requirements at a West Virginia public or private high school unless he or she qualified as a military dependent under Section 6 of this rule, or has commuted to an out-of-state school pursuant to Section 7 of this rule; and

2.1.b. Must complete at least one half of the credits required for high school graduation through attendance at a public or private high school in this state, unless he or she qualified as a military dependent under Section 6 of this rule, or has commuted to an out-of-state school pursuant to Section 7 of this rule; and

2.1.c. Must apply for the scholarship within two years of graduation from high school unless the applicant entered the United States armed services pursuant to Section 5 of this rule; and

2.1.d. Must, while enrolled in high school, have attained a cumulative grade point average of at least 3.0 on a 4.0 scale, based on county board grading policies, in both core courses and overall coursework required for graduation by the State Board of Education; and

2.1.e. Must meet standardized test score criteria on an ACT or SAT national test as established by the West Virginia Higher Education Policy Commission (Commission); and

2.1.f. Must have resided in West Virginia continuously for a minimum of twelve consecutive months immediately preceding the final date of application for a PROMISE Scholarship, unless a member of the Armed Services pursuant to Section 5 of this rule or a military dependent pursuant to Section 6 of this rule, and be a United States citizen, a U.S. permanent resident, or an eligible non-citizen who meets

the residency requirements for Federal Student Aid; and

2.1.g. Must submit both the Free Application for Federal Student Aid and any application form required by the Commission by the deadline established by the Commission; however:

2.1.g.1. Any student who misses the deadline for application may apply by a later date established by the Commission for a spring semester award. This option is contingent upon the availability of funding for late awards.

2.2. The grade point average required in Section 2.1.d. will be determined by the appropriate school official at the end of the sixth high school semester. However, the final calculation of the grade point average and eligibility for the award may be determined as late as after the eighth semester.

2.3. Weighted grades may be used in the computation of a student's core and overall grade point average based on county board grading policies.

2.4. A student who applied for and was deemed eligible for a PROMISE award must enroll for the first regularly scheduled enrollment period after being selected unless granted a deferment under the leave of absence provisions of Section 10.7 or 10.8.

2.5. A student who was deemed eligible for a PROMISE award but elects not to enroll at an eligible institution set forth in Section 8 of this rule may regain eligibility providing the student discontinues enrollment at the ineligible institution no later than one academic year after high school graduation and re-enrolls at an eligible institution. Any such student must meet the eligibility standards for a PROMISE award renewal set out in Section 10 of this rule.

§133-7-3. Eligibility for the Home-Schooled.

3.1. A person who has been home-schooled pursuant to the exemption allowed by W.Va. Code § 18-8-1 for both the 11th and 12th grades as documented by registration with the county school board system is eligible for a PROMISE award, but only if he or she has ~~passed a state approved high school equivalency examination with a minimum score~~ completed the required core and elective coursework necessary to prepare students for success in postsecondary education at the associate and baccalaureate levels by attaining a cumulative grade point average of at least 3.0 on a 4.0 grading scale in both core courses and overall coursework as determined by the Commission. The Commission may inquire into the substance or content of the program to assess the content thereof for the purpose of determining whether a student meets the requirement of Section 3.1.

3.2. A home-schooled student must apply for a PROMISE award within two years of ~~the earlier of passing a state approved high school equivalent examination or~~ the date the student's high school class would normally have graduated and meet all other criteria established by the Commission, including required scores on national standardized tests.

3.3. The parents or legal guardian and the applicant must meet the residency requirements set out in Section 2.1.f. of this rule.

§133-7-4. Eligibility for Graduates of Alternative Educational Programs.

4.1. A person who successfully completed an alternative educational program, such as the Mountaineer Challenge Academy, approved by the Director of State Financial Aid Programs, is eligible for a PROMISE award, but only if he or she has passed a state approved high school equivalency examination with a minimum score determined by the Commission.

4.2. A graduate of such programs must apply for a PROMISE award within two years of the earlier of passing a state approved high school equivalent examination or the date the student's high school class would normally have graduated and meet all other criteria at the time of application established by the Commission, including required scores on national standardized tests.

4.3. The parents or legal guardian and the applicant must meet the residency requirements set out in Section 2.1.f. of this rule.

4.4. A student passing a state approved high school equivalent examination under other exceptional circumstances may appeal for scholarship consideration under the provisions of Section 14 of this rule.

§133-7-5. Eligibility of Members of Armed Services.

5.1. A person who entered full-time, active duty with the United States armed services within two years of his or her high school graduation and is discharged with a status other than dishonorable is eligible to apply or claim a PROMISE award within seven years of the time he or she has initially entered military service. However, this eligibility ends one year after discharge from such military service.

5.2. The applicant must meet all other criteria established by the Commission for eligible high school graduates at the time of the application, including high school grade point average and required scores on national standardized tests.

5.3. The applicant must meet the residency requirements set out in Section 2.1.f. of this rule, or have entered military service from this state, and not have established domicile in another state, at any time during that military service.

5.4. A student attending a United States military academy is only eligible for a PROMISE award if he or she leaves the military academy and meets the requirements of Section 2.5 of this rule.

§133-7-6. Eligibility of Military Dependents.

6.1. The credit hour requirements in Section 2.1.b. and the residency requirements of Section 2.1.f. of this rule shall be waived if:

6.1.a. The applicant both resided in a state other than West Virginia and attended high school in another state or in a United States territory, United States possession or foreign country; and

6.1.b. Resided with his or her parent or legal guardian; and

6.1.c. The applicant's parent or legal guardian served in the United States armed forces while the student attended high school in such state, territory, possession or country; and

6.1.d. The parent or legal guardian was stationed for military purposes in such state, territory, possession or country; and

6.1.e. The parent or legal guardian maintained legal residence in West Virginia while stationed in such state, territory, possession or country.

§133-7-7. Eligibility of Commuting Students.

7.1. The credit hour requirements in Section 2.1.b. of this rule shall be waived if:

7.1.a. The applicant resided in West Virginia while attending high school in another state; and

7.1.b. Resided with his or her parent or legal guardian; and

7.1.c. The parent or legal guardian and the applicant must have met the residency requirements set out in Section 2.1.f. of this rule; and

7.1.d. The student commuted from this state on a daily basis; and

7.1.e. The student was a dependent of the parent or legal guardian with whom the student resided; and

7.1.e.1. A dependent student is one who is required to provide parental information on the Free Application for Federal Student Aid because the student does not meet the criteria to be classified an independent student contained in the Higher Education Act of 1965 as amended and implementing regulations.

7.1.f. The student has not established domicile in another state; and

7.1.g. The school to which the student commuted was fully accredited to a degree acceptable to West Virginia's State Superintendent of Schools; and

7.1.h. The school's curriculum requirements for graduation are equivalent, or sufficiently similar to, those required for high school graduation in this state.

§133-7-8. Eligible Institutions.

8.1. Only those institutions specified in W. Va. Code §18C-7-3, or any other regionally accredited, not-for-profit institution in this state approved by the Commission, are eligible to participate in the PROMISE Scholarship Program.

§133-7-9. Awards.

9.1. "Tuition and mandatory fees" means the quarter, semester or term charges imposed by a state institution of higher education upon all students as a required condition of enrollment.

9.1.a. For purposes of this rule, West Virginia University's undergraduate health sciences students shall be treated as paying the same amount of tuition and mandatory fees as all other West Virginia University undergraduate students.

9.1.b. West Virginia University, Potomac State College of West Virginia University and West Virginia University Institute of Technology are considered separate institutions for purposes of determining tuition rates.

9.2. Students awarded a PROMISE Scholarship shall receive an award equal to the lesser of \$4,750 or the actual tuition and mandatory fee charges for resident students at the institution.

9.3. Awards may be made for summer school. To be eligible for a summer award, a student must be academically eligible for scholarship continuation at the end of the spring semester preceding the summer that assistance is requested. Any summer award under this provision is dependent upon the availability of funds as determined by the Commission.

9.3.a. Priority for summer awards will be based on class rank with the highest priority given to students closest to graduation.

9.3.b. Students, other than those graduating at the end of the summer term of enrollment, must be enrolled for at least 12 credit hours unless granted a waiver of the full-time requirement by the Commission. ~~Students graduating at the end of the summer term of enrollment are only required to enroll for a minimum of 6 credit hours.~~

9.3.c. A summer award counts as a semester of utilization toward the maximum number of available semesters.

9.4. Only full-time, first-year students may receive initial awards. Students already enrolled at a higher education institution are not eligible to apply for a PROMISE award except as outlined in Section 2.1.g.1.

9.5. If the Commission determines that adequate funds are available it may make PROMISE awards greater than \$4,750, but not in excess of actual resident tuition and mandatory fees.

§133-7-10. Eligibility for Renewal of Awards.

10.1. For a student to retain or have the PROMISE award renewed each year the student must be continuously enrolled as a full-time undergraduate student; except during the last ~~two semesters~~ academic year of scholarship eligibility the student may be less than full-time; and

10.2. Maintain at least a 2.75 grade point average on a 4.0 scale the first year and a 3.0 cumulative grade point average in subsequent years; and

10.3. Complete and earn a minimum of 30 credit hours in each ~~12-month period~~ academic year for a student who receives a two-semester award in an academic year. If a student receives a single-semester award, the student must complete and earn a minimum of 15 credit hours in the academic year.

10.3.a. College-Level Examination Program (CLEP) credits may be used to meet the minimum credit hours requirement.

10.3.b. Credit for a course taken again during the same award year, including the summer, to improve a grade, or for any other purpose, may only be counted once in meeting the credit hour requirement.

10.3.c. The ~~12-month period~~ academic year for calculating renewal begins with the fall semester and ends with the summer semester.

10.4. A student seeking an associate degree is eligible to receive a PROMISE award for no more than a total of four semesters of a two-year degree program.

10.4.a. The student must meet the renewal requirements to receive a PROMISE award for a baccalaureate program.

10.5. A student seeking a baccalaureate degree is eligible to receive a PROMISE award for no more than eight semesters of a four-year degree program.

10.6. If a student enrolls in summer school to attain the minimum credit hours required by Section

10.3 or achieve the grade point average required by Section 10.2, he or she shall not receive a PROMISE award for that summer school enrollment. The summer school enrollment must be completed before the commencement of the regular semester of the PROMISE eligible institution the student is attending. Summer school credits may be obtained from an out-of-state institution with approval of the home institution.

10.6.a. All college credit hours and corresponding grades must be counted in determining PROMISE Scholarship eligibility regardless of whether or not the college accepts these credits. Any college credit hours earned prior to the first semester of fall or spring enrollment may not be counted toward the credit hour requirement in determining eligibility for award renewal.

10.7. PROMISE Scholarship students are expected to maintain continuous enrollment in addition to the other renewal requirements set forth in this section. However, this requirement may be waived by an institution of higher education for a medical or family bereavement absence consistent with program policies. The institution may also grant a leave of absence for students entering or being called to military active duty, or enrolling in a study abroad program, internship, or co-op program.

10.8. Other requests for leaves of absence must be submitted in writing by the student to the Director of State Financial Aid Programs. Student leave of absence requests submitted to the director may include, but are not limited to, programs directly related to the student's educational program, study abroad, extreme financial hardships of the student or the student's immediate family, service or volunteerism or other extraordinary circumstances beyond the student's control when continued attendance would create a substantial hardship for the student.

10.9. A student granted a leave of absence under the provisions of Section 10.7 or 10.8 who resumes his or her education at an eligible institution, assuming he or she meets all other eligibility requirements at the time the leave of absence was granted, shall retain eligibility for a PROMISE Scholarship until the first of the following events:

10.9.a. The student received four semesters of PROMISE Scholarship assistance while enrolled in an associate degree program or graduated from the associate degree program; or

10.9.b. The student received eight semesters of PROMISE Scholarship assistance while enrolled in an associate and/or baccalaureate program or graduated from the baccalaureate degree program; or

10.9.c. The sum of the number of academic years from the date of the student's selection as a PROMISE Scholarship recipient equals six years except for the military service provisions of Section 5.

§133-7-11. Duty of PROMISE Recipient Graduates.

11.1. By accepting a PROMISE award, the recipient agrees to provide the information the Commission may request regarding the recipient's address after graduation, employment after graduation, whether and where the recipient is enrolled in post-graduate programs, and such other relevant information as the Commission may deem necessary to assess the effectiveness of the PROMISE Scholarship Program.

§133-7-12. Community Service for Applicants.

12.1. Applicants for PROMISE awards are strongly urged to perform at least 20 hours of unpaid community service while in high school and college. The community service may include, but is not limited to, participation with non-profit, governmental, institutional or community-based organizations designed to improve the quality of life for community residents, meet the needs of community residents,

or foster civic responsibility.

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13.1.b. PROMISE Scholarship awards must be used for tuition and fees.

13.1.c. Institutions are strongly encouraged to allow maximum flexibility in the use of institution based financial aid awards so that they can be used in conjunction with the PROMISE award.

13.2. The amount of a PROMISE award in combination with aid from all other sources shall not exceed the cost of the attendance at the institution the recipient is attending. This restriction does not apply to members of the West Virginia National Guard.

13.3. For those students eligible for federal grant assistance, such as Federal Pell Grants, the federal assistance should be considered the first source of all scholarship/grant funding to the extent permissible under federal law. For students awarded both a PROMISE Scholarship and a need-based grant through the West Virginia Higher Education Grant Program, the PROMISE Scholarship awards shall be considered the first source for these two scholarship/grant programs. West Virginia Higher Education Grants may be combined with PROMISE awards as provided for annually by program policies.

13.4. Should the PROMISE Scholarship award plus the amount of other financial awards exceed the cost of attendance, the institution's financial aid administrator, in consultation with the recipient, will determine what aid is to be reduced. This adjustment should be to the best advantage of the recipient.

13.5. If a PROMISE recipient terminates enrollment for any reason during the academic year, the unused portion of the scholarship shall be returned to the Commission by the institution in accordance with the Commission's rule for issuing refunds pursuant to the provisions of West Virginia Code §18C-5-1 et seq. If the recipient also received federal financial aid, the institution must abide by the refund policy associated with Title IV funds. The institution is responsible for returning the unused portion of the scholarship even if the student does not request a refund from the institution.

§133-7-14. Appeals.

14.1. An applicant for an initial PROMISE Scholarship award may appeal the denial of eligibility for the award with the Director of State Financial Aid Programs.

14.2. Any appeal must be filed within fifteen (15) days of the applicant receiving notice that he or she is not eligible for an initial award. The appeal must detail in writing, and with specificity, including the grounds supporting the appeal and a finding of eligibility. The director may require additional evidence or materials from the applicant or other parties.

14.3. If the appeal is denied by the director, the reasons for the denial shall be communicated in writing to the applicant with an explanation of the reason for the denial.

14.4. An applicant may appeal the director's decision to a review committee appointed by the

Commission.

14.5. Any appeal to the review committee must be filed within fifteen (15) days of notification to the applicant that his or her initial appeal was denied. The appeal must be in writing and detail, with specificity, the grounds supporting the appeal. The review committee may require additional evidence or materials be submitted. If the review committee denies the appeal, the reasons for the denial shall be communicated in writing to the applicant with an explanation of the reason for the denial. The decision of the review committee is final.

14.6. A student granted an initial PROMISE Scholarship may appeal a non-renewal of the award with the person designated at the institution of higher education where the student is enrolled. The appeal process at the institution shall be governed by an established procedure designated by the institution.

14.7. If the appeal of the non-renewal is denied by the institution, the student may appeal that decision to the Director of State Financial Aid Programs. The appeal must be filed within fifteen (15) days of notification to the student of denial of the institutional appeal and shall be heard in the same manner as appeals of denials of initial awards.

14.8. If a student with a PROMISE Scholarship is not eligible for renewal of the award because of failure to maintain academic progress, he or she may not utilize the procedure set out herein to challenge any grade assigned them. Challenges to grades must be brought under established institutional procedures for grade appeals. The process set out above may only be utilized to challenge the application of the eligibility requirements to the grade or grades assigned. If a student is successful on a grade or other appeal and the changing of the grade makes him or her eligible once again for renewal, he or she may petition the Commission for a renewal of the award retroactively.

§133-7-15. Reports.

15.1. The Commission shall report findings about recipients of the scholarships each year to the Legislative Oversight Commission on Education Accountability. Such reports will include the following:

15.1.a. Information on the recipients' demographics including race, income and other variables gathered by the Commission.

15.1.b. Information on students who graduate from college in West Virginia having utilized the PROMISE Scholarship as indicated in Section 11.1 of this rule.

§133-7-16. Accounting, Reporting, and Auditing Requirements.

16.1. Before the end of each fiscal year, each institution's financial aid office must reconcile its PROMISE Scholarship records with:

16.1.a. The Commission's records of PROMISE Scholarship awards and disbursements; and

16.1.b. The institution's business office records of PROMISE Scholarship disbursements.

16.2. All participating institutions may be subject to financial aid audits.

West Virginia Higher Education Policy Commission
Meeting of June 22, 2018

ITEM: Approval of Revisions to Series 54, Procedural Rule, Campus Safety Procedures

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the revisions to Series 54, Procedural Rule, Campus Safety Procedures, to be filed with the Secretary of State for a thirty-day public comment period, and if no substantive comments are received, that the Commission extends its final approval.

STAFF MEMBER: Jim King

BACKGROUND:

Series 54, Procedural Rule, Campus Safety Procedures, addresses various procedures that institutions should include to ensure the general safety of students, faculty and staff. This includes having an up-to-date plan and procedure available for the entire campus community, plan of coordination for communication, and coordination of resources in an emergency situation.

The revisions proposed to Series 54 include policy addressing the National Security Presidential Directive 51/Homeland Security Presidential Directive 20 (NSPD-51/HSPD-20) effort within individual institutions to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies. These may include localized acts of nature, accidents and technological or attack-related emergencies. These proposed revisions are more widely known as a Continuation of Operations Plan (COOP), and more specifically address necessary procedures to allow institutions to have in place a plan that identifies the institution's essential functions, procedures for continued operation and access, and leadership roles with as little impact as possible during and after an emergency situation.

This is a widely accepted policy for many entities, both public and private. Much like the existing Campus Safety Procedures, the COOP should be a living document that is subject to periodic revisions and updates as the individual institutions evolve.

Staff recommends approval of the revised Series 54 for filing with the Secretary of State for a thirty-day public comment period and, if no substantive comments are received, final filing of the rule with the Secretary of State.

**TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 54
CAMPUS SAFETY PROCEDURES**

§133-54-1. General.

1.1. Scope. -- This rule establishes guidelines and procedures that will direct institutional planning and response to on-campus emergencies at public four-year higher education institutions in West Virginia.

1.2. Authority. -- West Virginia Code §18B-1-6(c)(3).

1.3. Filing Date. -- ~~December 4, 2013~~

1.4. Effective Date. -- ~~January 4, 2014~~

1.5. Repeal of Former Rule. -- Repeals and replaces Title 133, Series 54, dated January 4, 2014.

§133-54-2. Purpose.

2.1. The primary purposes of this rule are to:

2.1.a. Ensure communication between individual campuses, the West Virginia Higher Education Policy Commission (Commission), and state leadership and emergency management personnel;

2.1.b. Ensure that institutions have up-to-date emergency procedures, a Continuity of Operations Plan (COOP), and teams in place;

2.1.b.1. Continuity of Operations Plan is defined as an effort within institutions to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies. The COOP should include methods and processes by which the critical activities performed by institutions, especially after a disruption of normal activities, may be continued with little or no interruption of essential services.

2.1.b.2. There are two categories of essential functions: Primary Mission Essential Functions (PMEFs), and Mission Essential Functions (MEFs). It is the responsibility of the institution to determine the functions in each category, however the complete plan should address:

2.1.b.2.a. Orders of Succession. Provisions for the assumption of senior agency offices during an emergency in the event that any of those officials are unavailable to execute their legal duties.

2.1.b.2.b. Delegations of Authority. Identification, by position, of the authorities for making policy determinations and decisions at the senior staff level, administrative and faculty levels, staff levels and coordination of services at the student level. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

2.1.b.2.c. Continuity Facilities. Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. Continuity Facilities, or “Alternate Facilities”, refers to not only other locations, but also nontraditional options such as working at home (teleworking/telecommuting), and mobile-office concepts.

2.1.b.2.d. Continuity Communications. Communications that provide the capability to perform essential functions, in conjunction with other agencies, under all conditions.

2.1.b.2.e. Vital Records Management. The identification, protection and ready availability of electronic and hard copy documents, references, records, information systems, data management software and equipment needed to support essential functions during a continuity situation.

2.1.b.2.f. Human Capital. During a continuity event, emergency employees and/or other pre-determined employees who are activated by an agency to perform assigned response duties.

2.1.b.2.g. Tests, Training, and Exercises. Measures discussed and/or exercised in some manner periodically to ensure that an institution’s continuity plan is capable of supporting the continued execution of the institution’s essential functions throughout the duration of a continuity event.

2.1.b.2.h. Devolution of Control and Direction. Capability to transfer statutory authority and responsibility for essential functions from an institution’s primary operating staff and facilities to other capable institution employees and available facilities.

2.1.b.2.i. Reconstitution. The process by which surviving and/or replacement institution personnel resume normal institutional operations from the original or replacement primary operating facility.

2.1.c. Ensure that institutions make available to the campus community members information on how to respond to emergency situations, make them aware of the COOP, and provide campus safety education and training programs on an on-going basis;

2.1.d. Provide coordination of resources in times of a campus or statewide emergency; ~~and~~

2.1.e. Provide emergency best practices, training, and resources for institutions- ; and

2.1.f. Provide that individual campuses have a plan and method by which critical and essential operations may continue in times of natural or manmade disasters, documents and records are stored and accessible in a protected location, and that an order of succession is identified and authority is delegated to appropriate individuals.

§133-54-3. Guidelines.

3.1. The following will guide the further development and coordination of emergency preparedness and response, and establishment of a COOP ~~to~~ associated with natural and violent incidents on-campus:

3.1.a. All institutions are required to report any major emergency to the Chancellor or the Executive Vice Chancellor for Administration within a reasonable time from the initiation of the incident, and/or when it is safe and practicable to do so.

3.1.b. All institutions are required to have an emergency plan in place that addresses, but it is not limited to, the following: natural disasters, such as earthquakes, flooding, or tornados; violent acts, such as active shooters and hostage situations; and health related emergencies, such as the outbreak of an

infectious disease. Additionally, all institutions are required to have a COOP in place that addresses the performance of essential functions during all-hazards emergencies or other situations that may disrupt normal operations. A public version of the emergency plan is to be made available on the institution's website; this version would not contain sensitive information that could be used to cause harm.

3.1.c. All institutions are required to annually review their emergency plans and COOP and the president of each institution shall submit a copy of the emergency plan and COOP to the Chancellor annually by June 30. A written summary of any revisions to the emergency plan and/or COOP is to accompany the document submitted to the Chancellor.

3.1.d. Faculty, staff, and students should be offered training concerning emergency procedures, especially how to react to violent acts on-campus.

3.1.e. All institutions are required to hold at least one campus-wide emergency drill each year. The simulation should be inclusive of faculty, staff, students, and members of the state and local emergency response community.

3.1.f. All institutions are required to develop and maintain a threat assessment committee/team. The purpose of this committee is to meet on a regular basis to discuss potential human and physical threats to the campus community. Additionally, this team should address issues associated with the COOP, including but not limited to essential functions, orders of succession, delegates of authority, continuity of facilities and communications, vital records management, and human capital. A threat assessment committee should consist of, but is not limited to, campus leadership who direct academic affairs, campus safety and security, student conduct, student health, and facilities.

3.1.g. The Commission, through the Director of Facilities and Sustainability and/or other individuals qualified to offer support and coordination, will actively provide training and resources associated with emergency planning and response and Continuation of Operations (COOP) best practices.

§133-54-4. Emergency Situations.

4.1. The president, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the institution. Such a declaration will be transmitted to the Chancellor or to the Executive Vice Chancellor for Administration. The president, working with public safety officials, will determine when the emergency condition no longer exists.

**West Virginia Higher Education Policy Commission
Meeting of June 22, 2018**

ITEM: Approval of Revisions to Series 59, Procedural Rule, Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, and College-Level Examination Program

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia Higher Education Policy Commission approves the revisions to Series 59, Procedural Rule, Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, and College-Level Examination Program to be filed with the Secretary of State for the thirty-day public comment period and if no substantive comments are received that the Commission extends its final approval.

STAFF MEMBER: Corley Dennison

BACKGROUND:

In an effort to follow the Governor's directive that agency rules and regulations be reviewed and unnecessary rules eliminated, Commission staff have recommended the elimination of Series 15, Legislative Rule, Acceptance of Advanced Placement Credit and Series 16, Procedural Rule, College Level Examination Program.

These policies have not been reviewed or revised since 2002.

The remaining relevant portions of Series 15 and 16 were placed into Series 59 and the title of Series 59 has been changed to "Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit and College-Level Examination Program to reflect the revisions.

**TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 59
AWARDING UNDERGRADUATE COLLEGE CREDIT FOR PRIOR LEARNING, ADVANCED
PLACEMENT CREDIT, AND COLLEGE-LEVEL EXAMINATION PROGRAM**

§133-59-1. General.

1.1. Scope. -- This rule establishes guidelines for West Virginia public colleges and universities for the awarding of college credit for prior college-level learning through prior learning assessment, for acceptance of advanced placement credit, and awarding of credit for the College-Level Examination Program.

1.2. Authority.--West Virginia Code §§18B-1-1A, 18B-1-6, 18B-1B-4, 18B-2A-4.

1.3. Filing Date.--~~October 5, 2015.~~

1.4. Effective Date.--~~November 5, 2015.~~

1.5. Repeals and replaces Title 133, Series 15 and Series 16.

§133-59-2. Purpose for Prior Learning Credit.

2.1. Legislative goals established for West Virginia state colleges and universities provide that higher education in West Virginia should contribute fully to the growth, development, and quality of life of the state and its citizens. This policy details the responsibilities of the state higher education institutions regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.

2.2. The West Virginia Higher Education Policy Commission (Commission)/West Virginia Council for Community and Technical College Education (Council) recognizes that some students, particularly adults and non-traditional students, may have acquired prior college-level learning through the development of skills or knowledge that closely parallel those outcomes taught in college-level courses. It is important that colleges and universities have the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.

2.3. The purpose of this rule is to outline the terms and conditions under which West Virginia public colleges and universities award and/or transfer credits toward a degree or certificate based upon Prior Learning Assessment (PLA) and to provide consistent and accessible methods for students to earn these credits.

2.4. It is the intent of the Commission/Council to permit the awarding of undergraduate academic credit for prior learning through a variety of assessment methodologies that will ensure the academic credibility of such credit. Under these guidelines, in accordance with institutional policies and procedures,

each institution shall award academic credit for prior learning that is equivalent to coursework which satisfies the requirements for the degree program in which the student is enrolled.

2.5. The Board of Governors Associate of Applied Science degree program and the Regents Bachelor of Arts degree program maintain specific guidelines and requirements for the use of credit for prior learning. This policy does not replace existing guidelines.

§133-59-3. Definitions.

3.1. Prior Learning Assessment (PLA) is defined as the assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college credit.

3.2. In support of providing opportunities for students to earn college-level credit for college-level learning that has been acquired outside the higher education academic environment, the assessment of prior college-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:

3.2.a. Advanced Placement Exams

3.2.b. American Council on Education (ACE) Guides

3.2.c. College Level Examination Program (CLEP) Exams

3.2.d. DANTES Subject Standardized Test (DSST)

3.2.e. Excelsior College Examination Program (ECE)

3.2.f. Institutional Course Challenge Examination Credit

3.2.g. International Baccalaureate Program (IB)

3.2.h. Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure

3.2.i. Portfolio Assessment/Review Credit

3.2.j. Prior Military Training Credit

§133-59-4. Principles.

4.1. West Virginia public colleges and universities value the diversity of their students. This diversity includes the unique experiences, interests, and intellectual pursuits that may lead to the acquisition of college-level learning. The acquisition of college-level learning is validated by assessment methods that are academically sound and rigorous.

4.2. West Virginia public colleges and universities shall employ prior learning assessment aligned with their respective missions, the principles of academic integrity, resources, and student educational attainment and success.

§133-59-5. Institutional Policies Regarding Awarding Credit for Prior Learning.

5.1. State colleges and universities shall develop institutional policies for evaluating prior learning and for awarding credit consistent with this policy.

5.1.a. Each institution shall develop appropriate policies and procedures for awarding credit for a student's prior college-level learning in accordance with this policy, accrediting bodies' guidelines for prior learning assessment, and principles of good educational practice.

5.1.b. Institutional policy will apply to all academic programs.

5.1.c. The institutional policy on Credit for Prior Learning must be filed with the Council for Community and Technical College Education and the Higher Education Policy Commission.

5.2. Institutions shall identify the forms of PLA credits that the institution will award, the processes for acquiring such credit, and make that information publicly available to students, faculty, and other stakeholders.

5.3. Institutions shall have discretionary authority to award academic credit for prior learning that is equivalent to coursework which meets the requirements for the degree program in which the student is enrolled.

5.4. Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. Prior Learning Assessment credit may also satisfy prerequisite requirements. College credit awarded through PLA shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.

5.5. Credit for prior learning shall only be awarded to students who are admitted to the institution and have declared a major field of study.

5.6. Credit awarded through PLA shall not count toward institutional residency requirements.

5.7. The evaluation of a portfolio must be completed by faculty with appropriate professional credentials. Course-specific examinations must be designed and evaluated by faculty with appropriate professional credentials. A recommendation for credit shall be made to the appropriate academic officer at the institution and in accordance with the institution's PLA guidelines.

5.8. Institutions must accept PLA credit up to 30 credits for bachelor's degrees, up to 15 credits for associate's degrees, and up to 6 credits for certificate programs.

5.8.a. Institutions may set a higher limit not to exceed 60 credits for bachelor's degrees, not to exceed 30 credits for associate's degrees, and not to exceed 15 credits for certificate programs.

5.8.b. If a program accrediting body has a specific maximum for PLA credit, then that maximum should be honored by that particular program.

5.9. Credit awarded through Prior Learning Assessment must be clearly identified as such on a student's official transcript according to institutional PLA guidelines, but it should be evident that the credits are PLA. Such credit shall not be used to determine a student's grade point average or used in the calculation of graduation honors. The credit should be recorded as "Credit" only.

5.10. Student requests for awards of academic credit for prior learning shall be submitted in accordance with the guidelines established by the institution. Institutions must establish a written record of their decisions and the basis for that decision in accepting or declining a Prior Learning Assessment (whether it is portfolio evaluation or other type of assessment) for academic credit. Institutional policies should ensure the transparency of the award or denial of PLA credit. Additionally, institutions must develop and communicate a process for appealing PLA decisions.

5.11. Prior Learning Assessment fees may vary based upon the type of assessment performed. Prior Learning Assessment credit and transcribing fees to students must be clearly published and made available to the student.

5.12. Institutions will regularly review their PLA policies to ensure that they are consistent with accreditation PLA guidelines and state, regional, and national practices.

§133-59-6. Transferability of Prior Learning Assessment Credits.

6.1. Credits earned through PLA will be transferable in accordance with Series 17: *Transferability of Credits and Grades at West Virginia Colleges and Universities*. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit coursework on a student's transcript.

6.2. PLA credit awarded at one institution, which meets the West Virginia Core Coursework Transfer Agreement or other statewide articulation agreements, must be accepted as transfer credit toward the degree if the student transfers to another West Virginia public college or university in accordance with the guidelines of that particular policy or agreement.

§133-59-7. Reporting the Awarding of Prior Learning Assessment Credits.

7.1. Each institution shall maintain records of the number of students awarded credit for prior learning, number of credits for prior learning awarded, type of assessment method(s) used, and other recipient data, which will be reported to the Higher Education Policy Commission/Council for Community and Technical College Education on an annual basis. Commission/Council staff will develop specific reporting guidelines and advise each institution of those guidelines.

§133-59-8. Policy for Acceptance of Advanced Placement Credit.

8.1. West Virginia state colleges and universities shall accept advanced placement credits according to the following guidelines:

8.1.a. High school students completing advanced placement examinations of the College Board with a minimum score of 3 will receive credit at any state college or university, as indicated in the list of advanced placement exams offered by the College Board. The Central Office of the Higher Education Policy Commission maintains a list of all College Board advanced placement exams and the minimum number of credits that each institution shall grant. Credit is to be awarded solely on the basis of satisfactory performance of a score of 3 or higher on the advanced placement examinations.

8.1.b. When the examination is in the area of the student's major, the institution will award credit toward the major or the core curriculum.

8.1.c. An academic department within the institution may, upon approval of the institutional faculty, require a higher score than 3 on an advanced placement test if the credit is to be used toward meeting a course requirement for a major in the department.

8.1.d. Credits awarded by regionally or nationally accredited institutions of higher education in West Virginia for successful completion of advanced placement exams are transferable to West Virginia state colleges and universities in accordance with the advanced placement policy of the receiving institution.

§133-59-9. Institutional Responsibility.

9.1. Each institution shall develop guidelines for acceptance of advanced placement credits that are consistent with the provisions of this rule and publish the guidelines in the college or university bulletin and/or other appropriate institutional publications.

§133-59-10. Policy for the College-Level Examination Program.

10.1. This policy shall serve as a rule for the College-Level Examination Program (CLEP) of the College Entrance Examination Board in West Virginia state colleges and universities. Credit awarded by an institution in conformity with this policy shall be transferable to all West Virginia state colleges and universities. Further, credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

§133-59-11. Subject CLEP Examinations.

11.1. Students may be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the required score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the examination was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade shall not be assigned, and the credit will not be included in the computation of the student's grade-point average. The institution shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination credit for equivalent courses in which they have already earned credit.

§133-59-12. General CLEP Examinations.

12.1. As of the effective date of this policy, an institution may award credit within the limits of the most recent recommended CLEP scores posted by The College Board. At the time of this rule, The College Board chart is found at the following URL: located at <https://clep.collegeboard.org/pdf/what-your-score-means.pdf>.

12.2. It should be made clear to students that such credit in general education may not meet specific program requirements of the institution awarding the credit or of other institutions to which the student may later transfer. The credit shall then be used as elective credit. Students shall not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

12.3. An institution awarding credit through CLEP may establish scores higher than specified above for Subject and General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at that institution.

§133-59-13. Academic Record.

13.1. The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

§133-59-14. Enrollment.

14.1. Students must be enrolled in an institution in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

- 17.3. The Commission shall provide organizations with reasonable notice prior to conducting a human resources review and shall identify the subjects to be examined in the review.
- 17.4. A major deficiency means an organization has failed to comply with federal or state law or with personnel rules of the Commission. The following guidelines exist for correcting deficiencies should any be found:
 - 17.4.a. When a major deficiency is identified, the Commission shall notify the governing board of the institution in writing within forty working days, giving particulars of the deficiency and outlining steps the governing board is required to take to correct the deficiency.
 - 17.4.b. The governing board shall correct the major deficiency within four months and shall notify the Commission when the deficiency has been corrected; however, extensions of this time frame may be requested and granted by the Commission.
- 17.5. If the governing board fails to correct the major deficiency or fails to notify the Commission that the deficiency has been corrected within a period of four months from the time the governing board receives notification, the Commission shall apply sanctions as specified:
 - 17.5.a. A formal reprimand shall be placed in the personnel file of each key administrator who shares responsibility and has operational authority in the area of the identified deficiency. The maximum period of time this reprimand shall remain in the personnel file shall be one year.
 - 17.5.b. Other sanctions may include, but are not limited to, suspending new hiring by the organization and prohibiting compensation increases for key administrators who have authority over the areas of major deficiency until the identified deficiencies are corrected.
- 17.6. To the extent that major deficiencies are identified relative to the Commission central office the sanctions described above shall be applicable.
- 17.7. The Vice Chancellor for Human Resources shall report annually to the Commission on each institution under its jurisdiction on its adherence to this rule, the institution's own rules and both state and federal law regarding personnel and accountability.