

LEGISLATIVE OVERSIGHT COMMISSION ON EDUCATION ACCOUNTABILITY

Senate Finance Committee Room
June 25, 2018

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West Virginia
Higher Education
Policy Commission



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Higher Education
Policy Commission



**Report to the Legislative Oversight Commission
on Education Accountability**

June 25, 2018

**Report on Tuition and Fees 2018-2019
(§18B-10-1(k))**



West Virginia Higher Education Policy Commission
West Virginia Community and Technical College System



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MEMORANDUM

TO: Legislative Oversight Commission on Education Accountability
FROM: Paul L. Hill
Sarah Armstrong Tucker
DATE: June 25, 2018
RE: Report on Tuition and Fees for the 2018-2019 Academic Year

West Virginia Code §18B-10-1(k)(1) requires the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education to approve any proposed resident tuition and fee increases for state institutions of higher education in excess of ten percent in any one year or an increase of more than seven percent averaged over a rolling three-year period. The following types of tuition and fee increases are exempt from the above limitation:

- Programmed fee increases constituted as part of pre-existing institutional bond obligations or covenants.
- Tuition increases related to fee simplification proposals that result in an expense neutral change for an in-state student.

The average percentage increase, for resident undergraduate students at the State’s public four-year institutions (including West Virginia University – Potomac State College) is 4.3 percent. The average percentage increase for resident students at the State’s public community and technical colleges is 2.6 percent.

The tuition and fees for the 2018-2019 academic year, as reviewed by the Commission on June 22, 2018 and the Council on April 19, 2018 are outlined by institution in the following tables:

- Summary of Regular Tuition and Fees for Undergraduate Students at Four-Year Institutions
- Regular Tuition and Fees for Graduate Students and First Professional at Four-Year Institutions
- Special Fees and Charges at Four-Year Institutions
- Room and Board Charges at Four-Year Institutions
- Summary of Tuition and Fees for Residents and Non-Residents at Two-Year Institutions
- Average Five-Year Tuition and Fees from 2012-13 through 2017-18 at Two-Year Institutions

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%	\$ 288,000	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	102
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 Thacher 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							
<i>Program Specific Fees:</i>							
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	\$ -	\$ -	\$ -		\$ -
wvROCKS 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 Journ	\$ 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 Council for Community and Technical College Education
Proposed Annual Year 2018-19 Resident Tuition and Fee Increase
Table One

Institution	AY 2017-18 Total Tuition & Fees	AY 2018-19 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase	Operating Revenue Generated (1)	FY 2018-19 General Revenue Increases
Blue Ridge Community and Technical College	\$4,032	\$4,128	\$96	2.4%	\$175,584	\$218,737
BridgeValley Community and Technical College	\$4,326	\$4,370	\$44	1.0%	\$60,016	\$262,593
Eastern WV Community and Technical College	\$3,432	\$3,432	\$0	0.0%	\$0	\$61,116
Mountwest Community and Technical College	\$3,744	\$4,014	\$270	7.2%	\$323,190	\$190,174
New River Community and Technical College	\$4,244	\$4,286	\$42	1.0%	\$48,510	\$205,042
Pierpont Community and Technical College	\$4,918	\$4,938	\$20	0.4%	\$25,340	\$255,207
Southern WV Community and Technical College	\$3,504	\$3,672	\$168	4.8%	\$199,248	\$317,743
WV Northern Community College	\$3,676	\$3,748	\$72	2.0%	\$75,456	\$250,371
WVU - Parkersburg (Associates Degree)	\$3,552	\$3,772	\$220	6.2%	\$401,500	\$408,509
WVU - Parkersburg (Bachelor's Degree)	\$4,872	\$5,164	\$292	6.0%	\$0	\$0
System Associate Degree Average / Total Revenue	\$3,936	\$4,040	\$104	2.6%	\$1,308,844	\$2,169,492

(1) Increased operating revenue generated was calculated using FY 2016-17 resident AFTEs times requested tuition dollar increase.

West Virginia Council for Community and Technical College Education
Annual Year 2018-19 Non-Resident Tuition and Fee Increase
Table Eight

Institution	AY 2017-18 Total Tuition & Fees	AY 2018-19 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase	Operating Revenue (1) Generated
Blue Ridge Community and Technical College	\$7,296	\$7,464	\$168	2.3%	\$25,536
BridgeValley Community and Technical College	\$10,302	\$10,406	\$104	1.0%	\$3,224
Eastern WV Community and Technical College	\$6,816	\$6,816	\$0	0.0%	\$0
Mountwest Community and Technical College	\$9,528	\$10,224	\$696	7.3%	\$178,872
New River Community and Technical College	\$6,900	\$6,900	\$0	0.0%	\$0
Pierpont Community and Technical College	\$11,684	\$11,704	\$20	0.2%	\$1,520
Southern WV Community and Technical College	\$5,762	\$5,762	\$0	0.0%	\$0
WV Northern Community College	\$10,828	\$11,044	\$216	2.0%	\$45,792
WVU - Parkersburg (Associates Degree)	\$7,920	\$8,284	\$364	4.6%	\$30,576
WVU - Parkersburg (Bachelor's Degree)	\$8,400	\$8,836	\$436	5.2%	
System Associate Degree Average	\$8,560	\$8,734	\$174	2.0%	\$285,520

(1) Increased operating revenue generated was calculated using FY 2016-17 non-resident AFTEs times requested tuition dollar increase.

Annual Year 2018-19 Reduced Non-Resident / (Metro) Tuition and Fee Increase

Institution	AY 2017-18 Total Tuition & Fees	AY 2018-19 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase
Blue Ridge Community and Technical College	\$4,272	\$4,272	\$0	0.0%
Mountwest Community and Technical College	\$6,480	\$6,948	\$468	7.2%
Pierpont Community and Technical College	\$9,460	\$9,480	\$20	0.2%
WV Northern Community College	\$7,708	\$7,852	\$144	1.9%

WV Council for Community and Technical College Education
Average Five-Year Tuition Increases from 2012-13 through 2017-18
Table Six

Institution	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Average Increase /		5 Year
							5 Year \$	5 Year %	Total \$
Blue Ridge CTC									
Resident	\$3,120	\$3,120	\$3,432	\$3,696	\$3,864	\$4,032	\$182	5.26%	\$912
Non-Resident	\$5,616	\$5,616	\$6,192	\$6,672	\$6,984	\$7,296	\$336	5.37%	\$1,680
BridgeValley CTC									
Resident	\$3,484	\$3,560	\$3,738	\$3,850	\$4,120	\$4,326	\$168	4.42%	\$842
Non-Resident	\$8,500	\$8,500	\$8,924	\$9,170	\$9,812	\$10,302	\$360	3.92%	\$1,802
Eastern WV CTC									
Resident	\$2,424	\$2,688	\$2,880	\$3,000	\$3,270	\$3,432	\$202	7.20%	\$1,008
Non-Resident	\$6,816	\$6,816	\$6,816	\$6,816	\$6,816	\$6,816	\$0	0.00%	\$0
Mountwest CTC									
Resident	\$3,048	\$3,354	\$3,520	\$3,696	\$3,744	\$3,744	\$139	4.20%	\$696
Non-Resident	\$8,160	\$8,774	\$8,946	\$9,216	\$9,528	\$9,528	\$274	3.15%	\$1,368
New River CTC									
Resident	\$3,234	\$3,460	\$3,564	\$3,706	\$3,966	\$4,244	\$202	5.59%	\$1,010
Non-Resident	\$7,672	\$7,672	\$4,794	\$4,834	\$4,834	\$6,900	(\$154)	-2.10%	(\$772)
Pierpont CTC									
Resident	\$3,860	\$4,150	\$4,440	\$4,460	\$4,684	\$4,918	\$212	4.96%	\$1,058
Non-Resident	\$9,164	\$9,852	\$10,542	\$10,574	\$11,126	\$11,684	\$504	4.98%	\$2,520
Southern WV CTC									
Resident	\$2,520	\$2,904	\$3,048	\$3,192	\$3,336	\$3,504	\$197	6.82%	\$984
Non-Resident	\$4,102	\$4,344	\$4,676	\$4,858	\$5,762	\$5,762	\$332	7.03%	\$1,660
WV Northern CC									
Resident	\$2,546	\$2,790	\$3,060	\$3,360	\$3,504	\$3,676	\$226	7.62%	\$1,130
Non-Resident	\$8,106	\$8,686	\$9,574	\$9,960	\$10,440	\$10,828	\$544	5.96%	\$2,722
WVU at Parkersburg									
Resident	\$2,496	\$2,712	\$2,928	\$3,216	\$3,384	\$3,552	\$211	7.31%	\$1,056
Non-Resident	\$8,856	\$9,648	\$10,416	\$11,436	\$7,920	\$7,920	(\$187)	-2.21%	(\$936)
System Average									
Resident	\$2,970	\$3,193	\$3,401	\$3,575	\$3,764	\$3,936	\$193	5.79%	\$966
Non-Resident	\$7,444	\$7,768	\$7,876	\$8,171	\$8,136	\$8,560	\$223	2.83%	\$1,116



West Virginia Higher Education Policy Commission

Report to the Legislative Oversight Commission on Education Accountability

June 25, 2018

Request to Repeal Legislative Rules

Michael J. Farrell, Esq.
Chair



Paul. L. Hill, Ph.D.
Chancellor

West Virginia Higher Education Policy Commission

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MEMORANDUM

TO: Legislative Oversight Commission on Education Accountability

FROM: Paul L. Hill

DATE: June 25, 2018

RE: Repeal of Legislative Rules

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. Staff recommended that the Legislative Rules attached and listed below be repealed as they are no longer applicable to the Commission or the four-year public institutions. On June 22, 2018, the West Virginia Higher Education Policy Commission approved the repeal of the Legislative Rules.

It is requested that these Legislative Rules be officially removed from the West Virginia Code of State Rules:

Title 133, Series 15, Legislative Rule, Acceptance of Advanced Placement Credit

Effective June 22, 2002

This rule establishes policy and guidelines for institutional policies regarding acceptance of advanced placement credit. The rule is being combined into a revised version of Title 133, Series 59, Procedural Rule, Awarding of Undergraduate College Credit for Prior Learning.

Title 133, Series 53, Legislative Rule, Human Resources Administration

Effective May 2, 2013

This rule establishes policy regarding human resources administration for employees of the West Virginia Higher Education Policy Commission and public higher education institutions. This rule was replaced by Title 133, Series 55,

Legislative Rule, Human Resources Administration, approved during the 2018 Legislative Session.

Additionally, the Commission approved the repeal of the following Procedural Rules:

Title 133, Series 8, Procedural Rule, Personnel Administration
Effective November 22, 2001
This rule establishes policy regarding personnel administration.

Title 133, Series 16, Procedural Rule, College-Level Examination Program
Effective June 22, 2002
This rule provides guidance regarding the College-Level Examination Program (CLEP) for the public colleges and universities.

Title 133, Series 27, Procedural Rule, Financial Assistance to Athletes
Effective August 1, 2002
This rule establishes policy regarding the awarding and retention of financial assistance to athletes.

Title 133, Series 39, Procedural Rule, Classified Employees
Effective September 5, 1996
This rule establishes procedures related to higher education classified employees.

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.

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
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.

**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.

12.2

**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
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.