

Undergraduate Online Programs Academic Policies

Updated February 2009

Tuition and Fees

The cost of online courses offered through School of Journalism Extended Learning Program varies according to course and residency status.

In addition, students taking undergraduate classes are charged depending on the college of their major. For example, a student majoring in business will be charged the College of Business and Economics rate even if he or she is taking an online journalism class, either as an elective, requirement or for their chosen minor.

For a complete list of related undergraduate tuition and fees, please visit the [WVU Extended Learning website](#).

Please note that costs are subject to change. Each individual program may have additional fees.

Billing for Extended Learning Classes

WVU has adopted a paperless billing system so that students can receive real-time information about their account. Students can view all charges and payments by reviewing their STAR account.

To obtain your latest invoice:

1. After the first billing for the academic term has been mailed, the charges will immediately show up on the web.
2. Students can log on the web and print a copy of their charges.
3. To obtain a corrected invoice, go to STAR.
4. Log-in using your WVU ID and password. To find your WVU ID, go to <http://wvuid.wvu.edu/> Once you're in STAR, you can find your current billing status under Student Records.

To Request Permission to Enroll

To request permission to enroll in a School of Journalism online class, you must send an email to sojexlearning@mail.wvu.edu. Be sure to include your name, last four digits of your WVU student identification number, course number, course name, and current credit hours in which you are enrolled.

Students may send an email request a few days prior to their regularly scheduled STAR registration date, but students cannot officially enroll until their priority registration date.

Additional information will be provided to all students regarding how to enroll once they have received permission to enroll from the sojexlearning@mail.wvu.edu account.

Please note that there are certain established criteria regarding credit hours. The maximum hours a student can complete online during the summer sessions is a total of 12 credit hours. During the fall and spring semesters, School of Journalism classes are first reserved for non-traditional, adult learners carrying less than 12 credit hours. Please contact Cathy Mezera at sojexlearning@mail.wvu.edu with questions.

Dropping a Course

Students must properly withdraw from a School of Journalism online course. Simply not logging into eCampus does not constitute a formal withdrawal. See [Admissions and Records rules](#) on dropping a course. You may withdraw from a course through STAR System or by sending an email to ellearn@mail.wvu.edu. Include your name, last four digits of your WVU student identification number, course number, course name, and credit hours.

Until the Friday of the tenth week of class (or Friday of the fourth week in a six-week summer session), students may withdraw from individual courses. Deadlines are published in the University Schedule of Courses each semester. If you follow all established University procedures and withdraw before the published deadline, you will receive a W on your transcript. Grade-point averages are not affected in any way by this mark.

Note: If you are dropping to zero credit hours, please call Extended Learning at 1-800-2Learn2.

Refunds

Please refer to the [Admissions and Records refund schedule](#) to see if you qualify for a refund. Please refer to the refund percentage for the six-week summer session. Please keep in mind that during summer six-week terms, you cannot just drop the course on your own through STAR and expect to automatically receive a refund.

To request a refund, please send an email to sojexlearning@mail.wvu.edu

Refunds are not guaranteed and are at the discretion of Extended Learning and School of Journalism administration.

Adding a Course

You may also add an online course, based on availability, up until the third day of any term. To request permission to add a course, please send an email to sojexlearning@mail.wvu.edu. Be sure to include your name, last four digits of your WVU student identification number, course number, course name and the current credit hours in which you are enrolled.

Grade Appeals

The same process applies to online classes as traditional classroom classes regarding grade appeals. Students have the right to appeal their final grade only. For a copy of the most recent WVU and School of Journalism Grade Appeal Process please send an email to sojexlearning@mail.wvu.edu

D/F Repeat Policy

WVU has a D/F repeat policy for undergraduate students who have not received their initial baccalaureate degree. Under 60 credit hours, you may D/F repeat a class. If you have attempted more than 60 credit hours, you are not eligible to D/F repeat a course. This applies to both online and classroom classes. Please refer to [WVU Admissions and Records](#) for complete details.

Prerequisites and Admission to Sequential Courses

The School of Journalism does adhere to all listed prerequisites. Although registration for both summer sessions are approved in advance, the School of Journalism Extended Learning administration reserves the right to administratively delete students from upper-level courses when prerequisites have not been met.

For example, within the Advertising minor, if you do not successfully complete both ADV 309 and 409 with a C or better, you will not be allowed to remain enrolled in ADV 419 during the second summer session and you will be administratively deleted. Within the PR minor, if you do not successfully complete PR 301 and PR 401 with a C or better, you will not be allowed to remain enrolled in PR 410 during the second summer session and you will be administratively deleted.

Please contact Cathy Mezera at sojexlearning@mail.wvu.edu for more information.

Double and Triple Minors

Students who double-minor in Advertising and Public Relations will need to choose an additional course from the School of Journalism online and 200-level or above open enrollment courses in place of JRL 101 (since JRL 101 is required for both minors and can only be counted once.) JRL 489 (Media Ethics), NE 428 (Media Law) are choices that are available during the summer sessions.

Students who double-minor in Sport Communication and Advertising, must also take PR 215. Student who double-minor in Sport Communication and Public Relations, must also take either ADV 215 or ADV 201 (Advertising & Society), as well as either JRL 489 (Media Ethics) or NE 428 (Media Law) in place of PR 410.

Students who triple-minor in Advertising, Public Relations and Sport Communication, must complete all listed classes as well as both JRL 489 (Media Ethics) and NE 428 (Media Law).

Class Availability

The Advertising and Public Relations Minors were approved by the University as online summer programs. The lower-division courses can be taken any term; but as all our materials make clear, the upper-division classes for both Advertising and Public Relations are available to minor students only and online in the summer. The Sport Communication minor is offered in partnership with The College of Physical Activity and Sport Sciences. Please refer to the current Sport Communication minor information sheet for class availability and term offered.

Non-WVU Students

All students must be admitted to West Virginia University prior to registration. The only exception is for visiting undergraduate students who may take a class with a guest pass application. To learn more about [WVU Guest Pass click here](#).