

WEST VIRGINIA PROCEDURAL RULES
WEST VIRGINIA BOARD OF REGENTS
CHAPTER 18-26
SERIES I - GENERAL

SUBJECT: POLICY BULLETIN NO. 44

TITLE: Policy Regarding Standards and Procedures for Under-graduate institutional Admissions Policies.

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valid Sept 6, 1984
to Feb 9, 1987

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~~WEST VIRGINIA~~ PROCEDURAL RULES
WEST VIRGINIA BOARD OF REGENTS
~~CHAPTER 18-26~~
SERIES ~~R 44~~

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OFFICE OF THE CLERK
SECRETARY OF STATE
FILED

~~TITLE: Policy Bulletin No. 44~~

*Standards and procedures
for Undergraduate admissions.*

Section *0.1* General

0.01 Scope - Policy regarding standards and procedures for undergraduate institutional admissions policies.

0.02 Authority - West Virginia Code 18-26-8

0.03 Filing Date - July ⁸ 10, 1986

0.04 Effective Date - ^{Sept 6} June 3, 1986

0.05 Repeal of Former Rule - Revises and Replaces Policy Bulletin No. 44 dated June 11, 1985.

Section *1.2* Statement of Principles

1.1 It is the intent of the Board of Regents that West Virginia residents shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the Board continues to encourage the development of academic programs and flexible time-space options which allow citizens throughout West Virginia to develop to the fullest their capabilities for work and fulfillment of life. It is further the intent of the Board that admissions policies at the State-supported institutions of higher education should foster the attainment of these broad goals of access to the highest extent possible within the limits of available educational programs and resources.

1.2 In recognition of the diverse educational programs offered by the different public colleges and universities and the varying kinds of preparation necessary for successful entry into them, the Board of Regents considers it more appropriate to establish basic statewide guidelines and standards than to

provide detailed provisions related to admissions criteria and procedures. Accordingly, the Board has identified certain basic policies and provisions around which specific institutional admissions policies and practices are to be developed.

Section ~~2~~³ Basic Admissions Standards

2.1 As a means of ensuring a reasonable chance of success in the educational programs for which students seek admission and of making the most productive use of Federal, State, and community resources, institutional admissions policies shall incorporate the following basic standards:

2.2 Regular admission to community colleges, community college components at four-year institutions, and branch campuses of two-year and four-year institutions is open to any person who has a high school diploma or meets General Educational Development (GED) requirements.

2.3 Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

2.4 Students who meet General Educational Development (GED) requirements or have a high school diploma and an overall grade-point average (GPA) of at least 2.0, or a composite score of at least 14 on the ACT may be admitted on a regular admission basis to State colleges and universities. Students will normally be expected to sit for the ACT. However, in instances where students have taken the Scholastic Aptitude Test (SAT), these scores may be substituted for the ACT. A minimum combined verbal/math score of 680 on the SAT will be required for regular admission. These students will not be required to take the ACT at a later time.

2.5 Conditional admission may be granted in instances where GPA or ACT standards are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work. In addition to GPA and ACT requirements, not later than the fall of 1990, students must successfully complete the following minimum high school unit requirements prior to admission:

<u>Units (Years)</u>	<u>Required Units</u>
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2	Mathematics (Algebra I and higher)
2	Laboratory Science (from Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)

Strongly Recommended Units

2 Foreign Language

Elective Units

Remaining Units It is recommended that the remaining elective units be chosen from such subjects as computer science, fine arts, humanities, and typing.

2.6 Institutions are authorized to employ the following exemptions to the above unit requirements:

^A ~~2.6.1~~ All four-year public colleges and universities have the discretionary authority to waive the college preparatory curricular requirements for regular admission for not more than five percent (5%) of freshmen students who graduated from high school within five years of the date of enrollment (five percent based upon enrollment of first-time freshmen entering the institution in the fall term of the previous year).

^B ~~2.6.2~~ Applicants for admission who have been out of high school for more than five years or who meet institutionally established GED requirements may be exempted from the specified high school curricular requirements at the discretion of the individual institution.

✓ 2.7 The academic performance of students admitted under one of the above exceptions or on a conditional basis must be evaluated at the conclusion of each semester. To continue, such students must be in good academic standing according to institutional standards as stated in the institutional catalog for regularly admitted students. Neither regular nor condi-

tional admission shall ensure the entry of applicants into specific programs.

2.8 Students seeking transfer admission to a State college or university must be academically eligible to return to the institution from which they wish to transfer. Students seeking transfer admission or readmission to a community college, community college component, or branch campus must meet the institution's basic admission standards. Students attending community colleges, community college components, or branch campuses who are seeking to transfer into a four-year program must meet the regular institutional criteria for transfer admission.

2.9 Students under disciplinary sanction at a West Virginia public college or university at the time of the application for transfer admission are also subject to provisions of Board of Regents' Policy Bulletin No. 57.

2.10 An institution may admit students on a non-degree basis. By definition, such students are not seeking and/or not eligible to pursue a certificate or degree at the institution.

2.11 It should be noted that the basic standards contained in this section are based upon current levels of funding. Should financial resources be limited, it may be necessary to establish additional standards and/or accept only those qualified students applying by a specified date.

Section ⁴ 2. Institutional Admissions Procedures

3.1 High school transcripts are required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program and who has graduated from high school within five years. Such transcripts shall be on file with the institution prior to the end of the first semester of the student's attendance.

3.2 Students desiring to enroll on a degree-seeking basis at the State colleges or universities who do not meet the GED requirements or have a high school diploma and an overall grade point average of at least 2.0 must submit ACT scores prior to admission.

3.3 Students who substitute SAT scores for ACT scores will not be required to take the ACT at a later time. Institutions will convert the SAT scores to ACT equivalents by using an appropriate conversion chart (refer to Board of Regents' Administrative Bulletin No. 5).

3.4 Degree-seeking State college or university students who do meet the GED requirements or high school grade point average and students admitted on a degree-seeking basis to the community colleges, community college components of the four-year institutions, and branch campuses must submit ACT scores prior to their second semester of enrollment.

3.5 All students who have graduated from high school or completed GED requirements more than five years prior to seeking admission to a community college or four-year college or university and branch campuses of the same may have the requirement for ACT scores waived at the discretion of the institution.

3.6 Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.

3.7 In addition to the above, colleges and universities may use, but shall not be limited to the use of, the following information in determining admission to institutions and/or institutional programs:

A ~~3.7.1~~ Records of traditional academic performance relative to the specific educational program to which the student seeks entry.

B ~~3.7.2~~ Record of non-traditional learning experiences.

C ~~3.7.3~~ Standardized examinations relative to the requirements of the program to which the student seeks entry.

D ~~3.7.4~~ College equivalency examinations such as the College Level Examination Program (CLEP) and the Proficiency Examination Program (PEP); also, special preparatory programs such as the Advanced Placement Program of the College Entrance Examination Board Program.

E ~~3.7.5~~ Recommendations and reports of interviews.

^F 3-7-6 Health records may be required after admission into the institution.

Section ~~4~~ ⁵ Institutional Admissions Policies

4.1 Institutional admissions policies shall be comprehensive and stated in specific terms and shall include the general admissions requirements of the institution, as well as additional requirements for entry into specific programs.

4.2 While it is not the policy of the Board to exclude nonresidents from State institutions or their programs, preference shall be given to qualified West Virginia residents (as defined by ~~Board Policy Bulletin No. 34~~) in cases where enrollments must be limited. ^{Series 5}

4.3 All institutional admissions policies shall be submitted to the Board for evaluation in terms of their compatibility with stated Board of Regents' policies, institutional goals, and available educational programs and resources. Any amendments to admission policies shall be submitted to the Board prior to their actual implementation at the institutional level.

4.4 All institutional admissions policies shall be consistent with existing Board of Regents' policies and applicable State and Federal regulations regarding nondiscrimination.

4.5 Subject to Board of Regents' approval, institutions may establish admission standards more rigorous than those established by this policy for basic admission to the institution and/or for admission into specific programs.

Section ~~4~~ ⁶ Implementation Date

6.1 The successful completion of high school unit requirements and related exemptions outlined in Section III shall be effective no later than the fall of 1990. The effective date of all other provisions of this policy will be 60 days after the date of filing with the West Virginia Secretary of State's office.

Adopted: May 4, 1976
Revised: July 13, 1982
Revised: June 11, 1985
Revised: June 3, 1986

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NOTICE OF AGENCY ADOPTION

RULE TITLE: Policy Regarding Standards and Procedures for
Undergraduate Institutional Admissions Policies

RULE TYPE: Procedural

The enclosed rule constitutes the official rule adopted by the
West Virginia Board of Regents

on June 3, 1986 and filed with the
Secretary of State.

Edward Grose
Vice Chancellor
Administrative Affairs

July 8, 1986

Date

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