

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

Do Not Mark In This Box

FILED

JAN 12 11 47 AM '00

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE RULE

AGENCY: University System of West Virginia TITLE NUMBER: 128

CITE AUTHORITY: 18B-1-6, 18B-1-8

RULE TYPE: PROCEDURAL INTERPRETIVE _____
EXEMPT LEGISLATIVE RULE _____
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 44

TITLE OF RULE BEING AMENDED: Standards and Procedures for
Undergraduate Admissions

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE.

THE EFFECTIVE DATE OF THIS RULE IS Feb 11, 2000

David R. Lee

\$4.00

TITLE 128
PROCEDURAL RULES
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES
SERIES 44

FILED
Jan 12 11 49 AM '00
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

TITLE: STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

SECTION 1. GENERAL

- 1.1. **Scope -** Policy regarding standards and procedures for undergraduate institutional admissions policies.
- 1.2. **Authority -** W. Va. Code § 18B-1-6, 18B-1-8
- 1.3. **Filing Date -**
- 1.4. **Effective Date -**
- 1.5. **Repeal of former rule -** Revises and replaces Policy Bulletin No. 44, effective February 10, 1987.

SECTION 2. STATEMENT OF PRINCIPLES

- 2.1. It is the intent of the Board of Trustees 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.
- 2.2. 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 Trustees 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 3. BASIC ADMISSIONS STANDARDS

- 3.1. 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.

3.2. Community Colleges, Community College Divisions at four (4) year institutions and branch campuses of two (2) year and four (4) year institutions. Regular admission to community colleges, community college divisions at four (4) year institutions, and branch campuses of two (2) year and four (4) year institutions is open to any person who has a high school diploma or meets General Educational Development (GED) requirements.

3.2.1. 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.

3.3. Bachelor's Degree Programs at Four-year Colleges and Universities. Students who meet General Educational Development (GED) requirements or have a high school diploma and overall grade-point average (GPA) of at least 2.0, or a composite score of at least 17 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 810 on the SAT will be required for regular admission. These students will not be required to take the ACT at a later time.

3.3.1. 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.

3.3.2 In addition to GPA and ACT requirements, students must successfully complete the following minimum academic core unit requirements prior to admission:

Required Units (Years)

4 English (including courses in grammar, composition, literature)

3 Social Studies (including U.S. History)

3 Mathematics* (including Algebra I and at least one higher unit)

3 Science* (Two of the three units must be laboratory science. At least two units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)

*Three units each in mathematics and science will be required for regular admission no later than fall 2003.

Strongly Recommended Units

2 Foreign Language

Elective Units

Remaining Units -- It is recommended that the remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or such subjects as computer science, fine arts, humanities, and typing/keyboarding.

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

3.3.3a All four (4) 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 (5) years of the date of enrollment (five percent (5%) based upon enrollment of first-time freshmen entering the institution in the fall term of the previous year).

3.3.3b Applicants for admission who have been out of high school for more than five (5) 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.

3.3.4. The academic performance of students admitted under one (1) 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 conditional admission shall ensure the entry of applicants into specific programs.

3.3.5. Recommended College Preparatory Curriculum.

Numerous studies confirm that the best predictor of success in college is the rigor of the high school curriculum. Students who complete a demanding core curriculum in high school perform better in college than those who do not. They score higher on standardized college entrance exams; they earn better grades in college; and they are more likely to graduate with a bachelor's degree. Based on studies conducted by the U.S. Department of Education, the Southern Regional Education Board, ACT, and the College Board, a rigorous high school core curriculum is recommended for all students seeking regular college admission. This curriculum includes at a minimum:

- Four units of English (including courses in grammar, composition and literature which have strong writing components)
- Three units of mathematics (Algebra I and higher)
- Three units of history and social studies
- Three units of laboratory science
- Two units of foreign language

3.4. Transfer students. 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 (4) year program must meet the regular institutional criteria for transfer admission.

- 3.4.1. 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 Trustees' Series 57.
- 3.5. Non-Degree Students. 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.
- 3.6. 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. Institutional Admissions Procedures.

- 4.1. 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 (5) years. Such transcripts shall be on file with the institution prior to the end of the first semester of the student's attendance.
- 4.2. Students desiring to enroll on a degree-seeking basis at the state colleges and 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 or SAT scores prior to admission.
- 4.3. 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 Trustees' Administrative Bulletin No. 5).
- 4.4. 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 or SAT scores prior to their second semester of enrollment.
- 4.5. 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 or SAT scores waived at the discretion of the institution.
- 4.6. Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.
- 4.7. 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) Records of traditional academic performance relative to the specific educational program to which the student seeks entry;
- (b) Record of nontraditional learning experiences;
- (c) Standardized examinations relative to the requirements of the program to which the student seeks entry;
- (d) 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) Recommendations and reports of interviews.

4.8. Health records may be required after admission into the institution.

SECTION 5. Institutional Admissions Policies.

- 5.1. 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.
- 5.2. 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 Series 34) in cases where enrollments must be limited.
- 5.3. All institutional admissions policies shall be submitted to the Board for evaluation in terms of their compatibility with stated Board of Trustees' 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.
- 5.4. All institutional admissions policies shall be consistent with existing Board of Trustees' policies and applicable State and Federal regulations regarding nondiscrimination.
- 5.5. Subject to Board of Trustees' 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 6. Implementation Date.

- 6.1. The successful completion of high school unit requirements and related exemptions outlined in Section 3 shall be effective no later than the fall of 2003. The effective date of all other provisions of this policy will be sixty (60) days after the date of filing with the West Virginia Secretary of State's Office.

**TITLE 128
PROCEDURAL RULES
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES
SERIES 44**

SUMMARY

The revision to Series 44, *Standards and Procedures for Undergraduate Admissions*, modifies the minimal academic core unit requirements so that they are consistent with the new West Virginia high school graduation requirements which become effective in 2003. Unit requirements in mathematics and science are each increased from two to three. The revised rule also recommends that potential college students pursue a rigorous academic core in high school so that they will enhance their likelihood of success in college.

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Series 44: Standards and Procedures for Undergraduate Admissions

Type of Rule: Legislative Interpretive X Procedural

Agency University System of West Virginia Board of Trustees

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$0	\$0	\$0	\$0	\$0
Personal Services					
Current Expense					
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates

There is no cost associated with these rules.

3. Objectives of these rules

The purpose of these rules is to set standards for admission to University System institutions.

4. Explanation of Overall Economic Impact of Proposed Rule

A. Economic Impact on State Government

None.

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of citizens.


None.

C. Economic Impact on Citizens/Public at Large

None.

Date: September 20, 1999

Signature of Agency Head or Authorized Representative


Executive Assistant to the Chancellor

DEPARTMENT OF EDUCATION AND THE ARTS
Office of the Secretary

State Capitol Bldg. 5, Room 205
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
Telephone: (304) 558-2440
Fax No.: (304) 558-1311



David R. Ice
Cabinet Secretary

Cecil H. Underwood
Governor

January 12, 2000

The Honorable Ken Hechler
Secretary of State
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Dear Secretary Hechler:

I am hereby approving for final filing with your office the following procedural rule of the University System Board of Trustees:

Title 128, Series 44: Standards and Procedures for Undergraduate Admissions.

The rule is attached.

Sincerely,

A handwritten signature in cursive script that reads "David R. Ice".

David Ice
Cabinet Secretary

cc Chancellor Manning

Enclosure