

REQUIREMENTS FOR ADMISSION

WEST VIRGINIA RESIDENT

Regular Admission

To be admitted to Glenville State College as a regular student persons must:

1. Have graduated from an accredited high school with at least a 2.0 average or have submitted an ACT composite score of at least 14. Said persons must submit:
 - A. A copy of their high school transcript.
 - B. A copy of their ACT scores.
 - C. An application for admissions
 - D. A report of a physical examination.

2. Submit GED scores of at least 50 on all components and score at least a 14 composite on the ACT examination. Said persons must submit:
 - A. A copy of their GED scores.
 - B. An application for admission.
 - C. A copy of their ACT scores
 - D. A report of a physical examination on the form provided by the College.

Special Admission

Those students who do not meet the above requirements may be admitted as special students. Students desiring admission as a special student must:

1. Submit a copy of their high school transcript or GED scores.
2. Supply the College with a copy of their ACT scores.
3. Complete an application for admission.
4. File a report of a physical examination on the form supplied by the College.

Once admitted as a special student, persons must accumulate a 2.0 average on the first 27 hours attempted (including foundation studies) in order to gain admission as a regular student. Failure to accumulate a 2.0 average on the first 27 hours attempted will result in a dismissal from the College. During this probationary period, special students may be required to take certain foundation studies courses as recommended by their academic adviser. Failure to enroll in foundation studies courses will also result in dismissal from the College.

Once a special student is dismissed from the College for either of the above reasons, readmission will not be granted until the expiration of one year and then readmission must be granted via the Committee on Academic Affairs.

Advance Placement

Students who have demonstrated certain academic strengths through ACT or CLEP scores may be admitted with advance standing. College credit may be given for certain courses and the student would enroll in the next level course.

The College reserves the right to evaluate special cases and to refuse admission to a person when considered advisable in the best interest of the person and the College.

Admission to Forest Technology, Land Surveying, and Timber Harvesting

Forest Technology, Land Surveying, and Timber Harvesting are all housed in the Forestry and Land Resources Department. They are all very successful two-year programs, and they are the only three programs at Glenville that draw more applicants than we can admit. As a result, admission to these three programs is handled by the Chairman of the Division of Forestry and Land Resources. No additional credentials are required, but the high school transcript and the ACT scores are reviewed much more critically. A good math background is considered very desirable. Each applicant is scheduled for a personal interview.

The Chairman of the Division of Forestry and Land Resources, with the help of advisers, will then admit those students who he believes have the best chance for success in the program in accordance with the space available. Preference is given to West Virginia students.

OUT-OF-STATE APPLICANT

To be considered for regular admission, persons who are residents of a state other than West Virginia must rank in the upper one-half of their graduating class and have the recommendation of their high school counselor or principal in addition to meeting the regular admission requirements of a West Virginia student.

Out-of-state applicants may gain admission as special students under the same conditions as a West Virginia student except that they must have graduated in the upper three-fourths of their graduating class in order to be considered.

EARLY ENTRANCE ADMISSION

Outstanding high school juniors and seniors may be admitted as "high school early admissions" either for the regular academic year or summer session. Students may qualify on the basis of the following criteria:

1. Must be recommended by the high school principal.
2. Must have a high school "B" average in the subject field in which they desire to enroll for college credit.

Official college credit will be given after the Office of Academic Affairs has been officially notified that the student has been graduated from high school.

ADMISSION OF TRANSFER STUDENTS

1. Applicants seeking admission to Glenville State College as transfer students with 27 or more earned hours must be eligible to return to the institution from which they intend to transfer. Students who meet this requirement may be admitted without conditions upon the submission of an application for admission and a transcript from all previous colleges attended.

2. Students seeking admission as transfer students who have earned fewer than 27 hours of college work must submit a high school transcript and ACT scores as well as a transcript from all previous colleges attended. If they do not have a 2.0 average on their high school work or an ACT composite of 14 or above they will be admitted as special students. They will remain classified as special students until they have completed 27 hours of Glenville work with a 2.0 average. Failure to maintain a 2.0 average on the first 27 hours attempted at Glenville will result in dismissal from the college.

3. Students who do not meet the previous two conditions may be admitted to Glenville State College only after an appearance before the Committee on Academic Affairs. If, in the opinion of the Committee, such applicants can successfully complete an academic program, they may be admitted for one semester at Glenville State College. Said students must maintain a "C" average during the semester attended in order to continue.

4. Former students at Glenville State College, regardless of their academic standards when last registered at Glenville, may after one year of military service be readmitted either in good standing or on academic probation, whichever was their standing when last registered.

NONMATRICULATED STUDENTS

Glenville State College will admit students on a nonmatriculated basis. By definition, such students are not seeking a certificate or degree at the institution, and are enrolled in no more than seven hours per semester.

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August 23, 1982

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EXAMPLE

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SERIES III. FACULTY

1. FACULTY HANDBOOK DATED MARCH 1, 1982.
2. GRIEVANCE RESOLUTION POLICY DATED DECEMBER 5, 1981.
3. PAYMENT OF FINES FOR OVERDUE RESEARCH PUBLICATIONS.
4. PARKING REGULATIONS FOR HANDICAPPED FACULTY.
5. POLICY ON ACADEMIC FREEDOM DATED MAY 27, 1980.
6. AUTHORITY TO SIGN CONTRACTS.

↖ RULES AND REGULATIONS WHICH AFFECT FACULTY.



STATE OF WEST VIRGINIA
 OFFICE OF THE SECRETARY OF STATE
 CHARLESTON 25305

A. JAMES MANCHIN
 SECRETARY OF STATE

STATE REGISTER FILING

I, _____, _____ Title or Position

_____, hereby submit to record in
 Department or Division

the State Register on 8 1/2 x 11" paper two (2) copies of

- () proposed rules and regulations concerning topics of material not covered by existing rules and regulations;
- () proposed rules and regulations superseding rules and regulations already on file;
- () notice of hearing;
- () findings and determinations;
- () rules and regulations; or
- () other - specify ~~LEGISLATIVE~~ PROCEDURAL () INTERPRETIVE () RULE

This filing pertains to

Chapter 18
 Article 26
 Series _____ I THROUGH VII
 Section XXXXXX
 Page No. XXXXXX

- () proposed rules and regulations are required to go to Legislative Rule Making Committee;
- () proposed rules and regulations are excluded from Legislative Rule Making Committee;

SEND THIS FORM WITH
 EACH SUBMISSION.

 Date Submitted

 Signature of Person Authorizing
 this Filing

WEST VIRGINIA BOARD OF REGENTS

950 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25301
TELEPHONE 304 348-2101

MEMORANDUM

NOVEMBER 24, 1982

TO: Presidents of Public Colleges and Universities

FROM: Edward Grose *EG*
Vice Chancellor for Administrative Affairs

I am writing to remind you of a state filing requirement, and suggest that you designate one person at your institution to ease and ensure compliance with this law. You may wish to designate your registrar, or a person similarly situated who is especially familiar with maintaining and filing official records. We wish to be informed of your designee.

To refresh your memory, W. Va. Code 29A-2-1 et seq. establishes a public record known as the State Register. A copy of the enabling legislation in the form of H.B. 1432 is enclosed. This law affects public higher education in West Virginia. Through compliance with Policy Bulletin No. 16, each of you has been informing the Board of Regents of most of your rules. Board staff files those rules with the legislative rule making review committee. Hereafter, it will also be necessary for each college and university to comply with a requirement for filing certain documents with the Secretary of State by January 1, 1983. It is our purpose in this letter to assist the person designated by each institution in complying with the law.

H.B. 1432, page 5, line 80(i) defines a "rule". Titles of publications which are suggestive of rules contemplated by the statute include the following:

1. Handbooks (Faculty-Student-Classified Employees)
2. Parking and motor vehicle regulations
3. Academic standards or requirements
4. Catalogs describing requirements for a degree
5. Residence Hall regulations

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6. Some lease and rental agreements or contracts
7. Academic or disciplinary codes, procedures and penalties
- ✓ 8. Financial aid regulations
9. Registration rules
10. Rules for graduation
11. Refund policy
12. Ticket purchase regulations
- ✓ 13. Use of facilities
14. Conduct, behavior and discipline codes and policies
15. ROTC standards which you enforce

Please note that the law states that any rule which an institution proposes to enforce must be on file 60 days prior to the time it becomes effective. Filing procedures are important. Ability to enforce rules is contingent in part on following proper format in filing.

The Secretary of State has approved a format which Board staff has drafted and attached. Use of these forms will assure compliance with the format provisions of the law. Two certified, complete sets of the items you have which are covered by the law must be on file by January 1, 1983.

Note the critical element of time for future rules and regulations. Any rule or regulation not submitted by January 1, 1983 cannot be made effective until 60 days subsequent to the time it is officially filed with the Secretary of State.

Your institution must prepare an official list of rules to serve as an Index, and as appropriate, prepare an Obsolete File. (When current rules are eliminated they may be expunged from the record and placed into the Obsolete File. The Index would be adjusted at the same time.)

Each institution may file its rules directly with the Secretary of State without the necessity of channeling that filing through the Board office in the case of both the initial filing and any subsequent filing.

We believe that the statutory requirement for filing carries with it the burden of format and numbering identified in another section of this law. Each document you plan to submit must follow provisions of Code at 29A-2-6 to the extent practicable.

The Secretary of State has promulgated a regulation on the matter of filing your regulations. A copy of such documents, and interpretations of the law, are attached to guide your institutional designee in this task.

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Please note also that in the case of public colleges and universities, catalogs and similar publications which do not meet the size requirements specified in the law are acceptable for filing in their current size. Questions which may arise on this matter should be directed to me or my staff.

EG:WJW:DJP:kb

cc: Dr. Robert R. Ramsey, Jr.
Ms. Ann V. Gordon