

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Form #2

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2010 OCT 29 AM 11:33

WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: WV Council for Community & Technical College Education TITLE NUMBER: Title 135

RULE TYPE: Procedural Rule CITE AUTHORITY: 18B-1-1A; 18B-2B-6; 18B-3C-2

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 23

TITLE OF RULE BEING AMENDED: Standards and procedures for Undergraduate Admissions at Community and
Technical Colleges

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON November 29 AT 4:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

James L. Skidmore, Chancellor
WV Council for Community & Technical College
Education
1018 Kanawha Blvd., East, Suite 700
Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.


Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

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2010 OCT 29 AM 11: 33

**TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE
EDUCATION**

OFFICE OF THE
SECRETARY OF STATE

**SERIES 23
BASIC GUIDELINES AND STANDARDS AND PROCEDURES FOR
UNDERGRADUATE ADMISSIONS
AT COMMUNITY AND TECHNICAL COLLEGES**

§135-23-1. General.

- 1.1. Scope-This rule establishes basic guidelines and standards ~~and procedures~~ for institutional admissions policies for community and technical colleges.
- 1.2. Authority – West Virginia Code §§ 18B-1-1A; 18B-2B-6; 18B-3C-2
- 1.3. Filing Date – ~~January 12, 2005~~
- 1.4. Effective Date – ~~February 11, 2005~~

§135-23-2. Statement of Principles.

- 2.1. It is the intent of the Council for Community and Technical College Education (Council) that West Virginia residents shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the Council continues to encourage the development of academic programs 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 Council that admissions policies at the state-supported community and technical colleges 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 community and technical colleges, the Council considers it more appropriate to establish basic statewide guidelines and standards than to provide detailed provisions related to admissions criteria and procedures. Accordingly, the Council has identified certain basic guidelines and standards ~~olicies and provisions~~ around which specific institutional admissions policies and practices are to be developed.

§135-23-3. 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.

- 3.1.a. Regular admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.
- 3.1.b. Those who possess a high school diploma or General Educational Development (GED) equivalency may enroll as certificate degree or associate degree-seeking students.
- 3.1.c. Other persons may be admitted on an ability to benefit basis but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 3.1.d. Students seeking transfer admission or readmission to a community and technical college must meet the institution's basic admission standards.
- 3.1.e. Early admissions standards for students still in high school to community colleges are subject to the requirements of Section 135-19-6 of Title 135, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students.

3.2 While copies of high school transcripts, health records and transcripts of previous college work are not required for admission to the community college, participation in certain Federal, State, and/or institutional financial aid programs or admission to specific academic programs may require that these documents be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.

~~3.2. Regular admission to community and technical colleges is open to any person who has a high school diploma or meets General Educational Development (GED) requirements. 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. While it is not required that students who are admitted to the community and technical colleges submit ACT or SAT I test scores, students, particularly those entering college directly from high school, are strongly encouraged to complete the ACT or SAT I assessment. These tests are primary assessments for determining placement of entering freshmen in the first credit courses in English and mathematics.~~

~~3.4. Transfer Students. Students seeking transfer admission or readmission to a community and technical college must meet the institution's basic admission standards.~~

§135-23-4. Institutional Admissions Policies

- 4.1. Institutional admissions policies shall specify the basic admissions requirements of the institution as well as any requirements for entry into specific programs.
- 4.2. All institutional admissions policies shall be consistent with the "open admissions" philosophy of the comprehensive community college.
- 4.3. All institutional admissions policies shall be consistent with existing Council policies and applicable State and Federal regulations regarding nondiscrimination.
- 4.4. All institutional admissions policies shall be submitted to the Council for evaluation in terms of their compatibility with stated Council policies. Any amendments to admission policies shall be submitted to the Council prior to their actual implementation at the institutional level.
- 4.5. Subject to Council approval, institutions may establish more rigorous admission standards for admission into specific programs.

- ~~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 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. Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.~~
- ~~4.3. Health records may be required after admission into the institution. Immunization records are to be submitted at the time of initial enrollment.~~

~~§135-23-5. Institutional Admissions Policies~~

- ~~5.1. Institutional admissions policies shall be comprehensive and stated in specific terms and shall include any general admissions requirements of the institution, as well as additional requirements for entry into specific programs.~~
- ~~5.2. All institutional admissions policies shall be submitted to the Council for evaluation in terms of their compatibility with stated Council policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the Council prior to their actual implementation at the institutional level.~~
- ~~5.3. All institutional admissions policies shall be consistent with existing Council policies and applicable State and Federal regulations regarding~~

nondiscrimination.

~~5.4. Subject to Council approval, institutions may establish admission standards more rigorous than those established by this rule for admission into specific programs.~~



WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Robert L. Brown, Chair • James L. Skidmore, Chancellor

SUMMARY

Title 135

Procedural Rule

WV Council for Community and Technical College Education

Series 23

***Basic Guidelines and Standards for Admissions
at Community and Technical College***

This policy establishes basic guidelines and standards around which specific community and technical college admissions policies and practices are to be developed.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: 135-23: Standards and Procedures for Undergraduate Admissions at C&TC

Type of Rule: Legislative Interpretive Procedural

Agency: WV Council for Community & Technical College Education

Address: 1018 Kanawha Boulevard East Suite 700

Charleston, WV 25301

Contact: James L. Skidmore, Chancellor
558-0265

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 & ALTERATIONS					
EQUIPMENT					
OTHER					

2. Explanation of Above Estimates:

There are no direct costs associated with this rule.

3. Objectives of These Rules:

This rule establishes standards and procedures for undergraduate admissions at community and technical colleges.

Rule Title: 135-23: Standards and Procedures for Undergraduate Admissions at C&TC

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: October 29, 2010

Signature of Agency Head or Authorized Representative:


