

WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Do Not Mark In This Box
Filing Date

SEP 30 1 55 11 '99

OFFICE OF THE SECRETARY OF STATE
STATE OF WEST VIRGINIA

Form #2

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

Directors
AGENCY: State College System of West Virginia TITLE NUMBER: 131
RULE TYPE: Procedural CITE AUTHORITY WV Code § 18B-1-1, 18B-1-8
AMENDMENT TO AN EXISTING RULE: YES X NO _____
IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 44
TITLE OF RULE BEING AMENDED: Standards and Procedures for Undergraduate Admissions

IF NO, SERIES NUMBER OF RULE BEING FILED 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 1 AT 8:00 AM. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Clifford M. Trump
State College System of West Virginia
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

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

ATTACH A BRIEF SUMMARY OF YOUR PROPOSAL

\$4.20

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

September 29, 1999

Honorable Ken Hechler
Secretary of State
State Capitol Building 1
1900 Kanawha Boulevard East
Charleston, West Virginia 25305

Dear Secretary Hechler:

Please find enclosed the following rule of the State College System Board of Directors which I have approved for public comment:

Title 131, Series 44: Standards and Procedures for Undergraduate Admissions.

A copy of the rule is attached.

Sincerely,

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

David R. Ice
Cabinet Secretary

cc Chancellor Trump

Enclosure

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Standards and Procedures for Undergraduate Admissions

Type of Rule: Legislative Interpretive X Procedural

Agency State College System of West Virginia Board of Directors

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					

No Fiscal Impact

2. Explanation of above estimates

3. Objectives of these rules

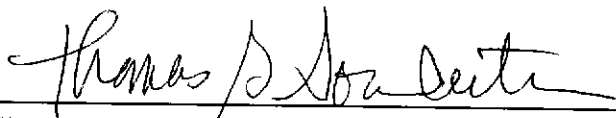
4. Explanation of Overall Economic Impact of Proposed Rule

A. Economic Impact on State Government

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

C. Economic Impact on Citizens/Public at Large

Date: September 24, 1999

A handwritten signature in cursive script, appearing to read "Thomas P. Souza", written over a horizontal line.

Signature of Agency Head or Authorized Representative

**TITLE 131
PROCEDURAL RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 44**

SEP 30 1 55 PM '99
OFFICE OF THE CLERK
STATE COLLEGE SYSTEM OF WEST VIRGINIA

TITLE: STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes standards and procedures for undergraduate institutional admissions policies.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-1-8
- 1.3 Filing Date - ~~July 10, 1992~~
- 1.4 Effective Date - ~~August 9, 1992~~
- 1.5 Repeal of Former Rule - Repeals and replaces Series 44 effective February 10, 1987.

SECTION 2. STATEMENT OF PRINCIPLES

- 2.1 It is the intent of the State College System Board of Directors 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 the varying kinds of preparation necessary for successful

entry into them, the board 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 and Community College Divisions at Four-(4) Year Institutions.** Regular admission to community colleges and community college divisions at four-(4) year institutions 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 **Bachelor's Degree Programs at Four-Year Colleges.** 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 Enhanced ACT may be admitted on a regular admission basis to bachelor's degree programs at four-year colleges. 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. SAT scores will be converted to ACT equivalents by using an appropriate conversion chart authorized by the chancellor. 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 high-school 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)

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

23 Laboratory 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 admissions 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 subjects such 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:

3.3.3.a All four-(4) year public colleges 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).

3.3.3.b 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 exemptions 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 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 or community college division must meet the institution's basic admission standards. Students attending community colleges or community

college divisions 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 other applicable rules of the State College System Board of Directors.

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 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 who desire to enroll on a degree-seeking basis at the state colleges and 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 In accordance with Section 3.3, students who substitute SAT scores for ACT scores will not be required to take the ACT at a later time.

4.4 Degree-seeking state college 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 or community college divisions of the four-year institutions 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 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 may use, but shall not be limited to the use of, the following information in determining admission to institutions and/or institutional programs:
 - 4.7.1 Records of traditional academic performance relative to the specific educational program to which the student seeks entry.
 - 4.7.2 Record of nontraditional learning experiences.
 - 4.7.3 Standardized examinations relative to the requirements of the program to which the student seeks entry.
 - 4.7.4 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.
 - 4.7.5 Recommendations and reports of interviews.
- 4.8 Health records may be required after admission into the institution. Immunization records are to be submitted at the time of initial enrollment in accordance with the applicable rule of the State College System Board of Directors.

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 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 policies and applicable State and Federal regulations regarding nondiscrimination.
- 5.5 Subject to board approval, institutions may establish admission standards more rigorous than those established by this rule 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 ~~1990~~ 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.