

**WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION**

Form #2

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OFFICE OF THE SECRETARY OF STATE
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: STATE COLLEGE SYSTEM BOARD OF DIRECTORS TITLE NUMBER: 131

RULE TYPE: Procedural; CITE AUTHORITY _____

AMENDMENT TO AN EXISTING RULE: YES X 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 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 June 19, 1992 AT 4:30 p.m.

ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Jo Ann Raines
Public Information Officer
State College & University Systems
1018 Kan. Blvd., E.
Charleston, WV 25301

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

Jo Ann Raines

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

3.20

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Standards and Procedures for Undergraduate Admissions

Type of Rule: Legislative Interpretive Procedural

Agency State College System
Board of Directors Address 1018 Kan. Blvd., E.,
Charleston, WV 25301

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

2. Explanation of above estimates:

N/A

3. Objectives of these rules:

N/A

4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

N/A

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

N/A

C. Economic Impact on Citizens/Public at Large.

N/A

Date:

May 7, 1992

Signature of Agency Head or Authorized Representative

Jo Ann Raines

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

Series 44 establishes standards and procedures for undergraduate admissions policies at institutions in the State College System

Revisions to the existing rule update other routine aspects of the rule and reflect the fact that the Enhanced ACT is scored on a different scale than the previous ACT test.

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

**TITLE: STANDARDS AND PROCEDURES FOR UNDERGRADUATE
ADMISSIONS**

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- 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 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 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 Components at four- (4) year institutions ~~and branch campuses of two (2) year and four (4) year institutions~~. Regular admission to community colleges, and community college divisions components 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. 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 State 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 ~~14~~ 17 on the Enhanced ACT may be admitted on a regular admission basis to bachelor's degree programs at four-year 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.~~ 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, ~~not later than the fall of 1990~~; students must successfully complete the following minimum high school unit requirements prior to admission:

**Units
(Years)**

Required Units

- 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.

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 ~~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).

3.3.3.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 ~~exceptions~~ 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.

3.4 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 or community college division component, or branch campus must meet the institution's basic admission standards. Students attending community colleges or community college divisions 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 Regents' Series 57~~ other applicable rules of the State College System Board of Directors.

3.5 Non-Degree Students. An institution may admit students on a nondegree 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 who 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 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. ~~Institutions will convert the SAT scores to ACT equivalents by using an appropriate conversion chart (refer to Board of Regents; 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 or community college divisions ~~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:
 - 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 of ~~Regents'~~ ~~Directors'~~ 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 ~~Regents'~~ policies and applicable State and Federal regulations regarding nondiscrimination.
- 5.5 Subject to board of ~~Regents'~~ approval, institutions may establish admission standards more rigorous than those established by this ~~policy~~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. 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.~~