

WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

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1992 JUL 10 PM 2:20
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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

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

CITE AUTHORITY: WV Code 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 Aug 9, 1992

John Faus

2.60

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

FILED

1992 JUL 10 PM 3:20

OFFICE OF THE CLERK
STATE COLLEGE SYSTEM OF WEST VIRGINIA
MORGANTOWN, 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 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 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.
- 3.4 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.



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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

MAY 21 1 57 PM '93

FILED

TO: Marie Carter

AGENCY: Board of Directors

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: May 17, 1993

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 44 TITLE: 131 Board of Directors

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Marie Carter

TITLE OF PERSON SIGNING: Assistant to the Chancellor

DATE: 5/18/93

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.