

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #5

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WEST VIRGINIA
SECRETARY OF STATE

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

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

CITE AUTHORITY: W. Va. Code §18B-1-1A; §18B-1-4

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: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 23

TITLE OF RULE BEING PROPOSED: Standards and Procedures for Undergraduate
Admissions

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS August 10, 2002


Authorized Signature

SCANNED

TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

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SERIES 23
STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

SECRETARY OF STATE

SECTION 1. GENERAL

- 1.1 Scope -This rule establishes standards and procedures for undergraduate institutional admissions policies.
- 1.2 Authority - West Virginia Code § 18B-1-1A; 18B-1-4
- 1.3 Filing Date - July 11, 2002
- 1.4 Effective Date - August 10, 2002
- 1.5 Repeal of Former Rule - Repeals and replaces Title 131, Series 44 which had an effective date of February 28, 2000 and Title 128, Series 44 which had an effective date of February 11, 2000.

SECTION 2. STATEMENT OF PRINCIPLES

- 2.1 It is the intent of the Higher Education Policy Commission that West Virginia residents shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the commission 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 commission 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 higher education institutions and the varying kinds of preparation necessary for successful entry into them, the commission considers it more appropriate to establish basic statewide guidelines and standards than to provide detailed provisions related to admissions criteria and procedures. Accordingly, the commission 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 and Technical Colleges and Community College Divisions at Four-(4) Year Institutions. Regular admission to community and technical 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 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 17 (19 and/or a 2.0 GPA effective August 2008) on the 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 academic core unit requirements (effective until August 2008) prior to admission:

Required Units (Years)

4 English (including courses in grammar, composition, literature)

3 Social Studies (including U.S. History)

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

3 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 keyboarding.

- 3.3.3 Effective August 2008, students in addition to GPA and ACT requirements, must successfully complete the following minimum academic core unit requirements prior to admission:

Required Units (Years) 2008 Standards

4 English (including courses in grammar, composition, and literature)

3 Social Studies (including U.S. History)

4 Mathematics (three units must be Algebra I and higher)

3 Science (all courses to be laboratory science; Coordinated and Thematic Science I & II combined count as one lab science unit)

1 Arts

2 Foreign Language (Two units of the same foreign language)

- 3.3.4 Institutions are authorized to employ the following exemptions to the above unit requirements:

3.3.4.a All four-(4) year public higher education institutions 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).

3.3.4.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.

- 3.3.5 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 and technical 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 Higher Education Policy Commission.
- 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 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.
- 4.4 Degree-seeking state college students at four-year colleges or universities who do meet the GED or high school grade point average requirements 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 four-year college or university 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 and the International Baccalaureate Diploma Programme.
 - 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 Higher Education Policy Commission.

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 commission 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 commission for evaluation in terms of their compatibility with stated commission policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the commission prior to their actual implementation at the institutional level.
- 5.4 All institutional admissions policies shall be consistent with existing commission policies and applicable State and Federal regulations regarding nondiscrimination.
- 5.5 Subject to commission 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 listed in section 3.3.3 and related exemptions outlined in Section 3 shall be effective no later than the fall of 2008. 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.

SUMMARY OF COMMENTS

TITLE 133 PROCEDURAL RULE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 23 STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

Series 23, *Standards and Procedures for Undergraduate Admissions*, was approved by the HEPC at its April 19, 2002 meeting for filing for a 30-day public comment period. As a result of discussions between Chancellor Michael Mullen and Superintendent David Stewart, as well as the receipt of several comments, two substantive changes have been made. These changes are found in subsections 3.3, 3.3.2, 3.3.3, and 6.1. They are:

1. The implementation date for the new undergraduate admission standards has been changed from 2007 to 2008. The West Virginia Board of Education is changing the date of proposed new high school graduation requirements from 2009 to 2008. Thus, the dates in the respective policy revisions will coincide.

The proposed standard which would have required one unit of communications or computer applications has been deleted. In the earlier version of the policy, these two subject areas were coupled with arts for a total one unit requirement. At the April HEPC meeting, the Commission voted to approve a separate one unit requirement for arts. Conversations with the WVDE indicate that many high schools have only limited offerings in other communications or computer applications. Since each of these courses lies outside the traditional college preparatory core, the recommended action is to strike them as requirements.