

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

Form #2

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2004 DEC 21 P 2:32

OFFICE WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

RULE TYPE: Procedural CITE AUTHORITY: WV Code § 18B-1-1A and 18B-1-4

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

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: Standards and Procedures for Undergraduate Admissions at
Four-Year Colleges and Universities

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 January 21, 2005 AT 10:00 AM ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

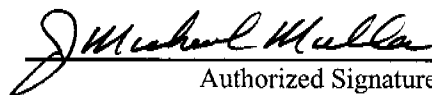
Office of the Chancellor

Higher Education Policy Commission

1018 Kanawha Blvd. East

Charleston, WV 25301

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



Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

54.60

SUMMARY

**TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 23
STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS**

This rule establishes standards and procedures for undergraduate institutional admissions policies at four-year colleges and universities.

□
APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: 133-23: Standards and Procedures for Undergraduate Admissions at Four-Year

Type of Rule: Legislative Interpretive Procedural

Agency: Higher Education Policy Commission

Address: 1018 Kanawha Boulevard East
Charleston, WV 25301

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 is no increase in the costs of presidential searches and evaluations as a result of this policy.

3. Objectives of These Rules:

This rule establishes policies and procedures for the employment and evaluation of presidents by the institutional boards of governors.

Rule Title: 133-5: Guidelines For Governing Boards In Employing And Evaluating Presider

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: December 21, 2004

Signature of Agency Head or Authorized Representative:

J. Michael Muller

TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

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SERIES 23
STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS
AT FOUR-YEAR COLLEGES AND UNIVERSITIES

OFFICE WEST VIRGINIA
SECRETARY OF STATE

§133-23-1. GENERAL

- 1.1 Scope -This rule establishes standards and procedures for undergraduate institutional admissions policies at four-year colleges and universities.
- 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 133, Series 23 which had an effective date of August 10, 2002. ~~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.~~

§133-23-2. 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 four-year 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 four-year 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.

§133-23-3. 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.
- 3.2 This rule applies to undergraduate admissions at West Virginia public four-year colleges and universities, regardless of program level. The standards in this rule also apply to students who enroll in baccalaureate-level programs at state higher education institutions where missions are primarily the offering of associate-level degrees (Admissions standards at Potomac State College of West Virginia University will be at least as rigorous as those at the community and technical colleges). ~~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 18 and/or a 2.0 GPA effective August 2008) on the ACT may be admitted on a regular admission basis to four-year colleges and universities which offer associate and bachelor's degree programs, at four-year. For universities which grant doctoral degrees, the minimum high school GPA/standardized test score requirement for regular admission (effective August 2008) is a 19 ACT composite score and a high school 2.0 GPA. Students will normally be expected to sit for the ACT. However, in instances where students have taken the SAT I examination Scholastic~~

~~Aptitude Test (SAT)~~, these scores may be substituted for the ACT. SAT I 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.

Beginning with the 2006 fall semester, students submitting ACT or SAT I scores for purposes of undergraduate admission must complete the writing assessment part of each exam.

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. Students who do not meet the GPA or ACT standards, but who demonstrate the potential to complete an undergraduate program may be admitted provisionally with the following stipulations:

3.3.1.1 If freshman placement standards require, developmental work must be completed prior to enrolling in the corresponding college-level courses.

3.3.1.2 Students must complete the provisions of their conditional admission within the first three semesters of enrollment.

3.3.1.3 Conditionally-admitted students must achieve a minimum of a 2.00 GPA in at least twelve graded hours.

3.3.1.4 When all admission standards have been met, conditional status will be removed and the student will become a regular admission student.

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.

3.3.4.c Non-resident applicants for admission who graduate from high schools not requiring the minimum number of units for high school graduation listed in Section 3.3.3 (effective August 2008) and non-resident applicants who have not completed the ACT writing assessment (effective August 2006) may be exempted from the resident 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.

§133-23-4. 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~~ four-year 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 I scores prior to admission.
- 4.3 In accordance with Section 3.3, students who substitute SAT I 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 I 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 I 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);~~ and also, special preparatory programs such as the Advanced Placement Program of the College Entrance Examination Board ~~Program~~ and the International Baccalaureate Diploma.
 - 4.7.5 Recommendations and reports of interviews.
- 4.8 Health and immunization 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.

§133-23-5. 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~~2~~ 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.

- 5.43 All institutional admissions policies shall be consistent with existing commission policies and applicable State and Federal regulations regarding nondiscrimination.
- 5.54 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.

§133-23-6. IMPLEMENTATION DATE

- 6.1. The high school GPA and ACT/SAT I test score requirements in section 3.3 and 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 requirement for inclusion of the writing assessments in the ACT and SAT I exams for students submitting ACT or SAT I scores shall be effective with the fall 2006 semester. 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.



WEST VIRGINIA
H I G H E R
E D U C A T I O N
P O L I C Y
C O M M I S S I O N

Mary Clare Eros
Chairman

J. Michael Mullen
Chancellor

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OFFICE WEST VIRGINIA
SECRETARY OF STATE

December 21, 2004

The Honorable Joe Manchin
Secretary of State
State Capitol
Charleston, WV 25305

Dear Secretary Manchin:

On behalf of the Higher Education Policy Commission, I am submitting the following procedural rule for a 30 day public comment period.

Title 133, Series 23, Standards and Procedures for Undergraduate Admissions at Four-Year Colleges and Universities

This rule is a modification of existing rule Title 133, Series 23 dated August 10, 2002 which will remain in effect until the final rule is approved.

Sincerely,

A handwritten signature in cursive script that reads "J. Michael Mullen".

J. Michael Mullen
Chancellor

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