

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
STUDENT SERVICES  
SIP-4110**

**SUBJECT:** Institutional Policy Regarding ACT Requirements

**REFERENCE:** Higher Education Policy Commission Procedure No. 5.

**ORIGINATION:** December 1, 1984

**EFFECTIVE:** December 8, 2009

**REVIEWED:** December 8, 2009

**SECTION 1. PURPOSE**

1.1 For admissions and placement purposes, degree-seeking students are required to submit scores from an approved standardized admissions examination. The preferred examination is the American College Testing (ACT) Assessment Program Title.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All students seeking admission to Southern.

**SECTION 3. DEFINITIONS**

3.1 Degree-seeking: For purposes of this policy, degree-seeking refers to any student, full or part time who is enrolled in or plans to apply for any of Southern's associate (A.S., A.A., or A. A. S.) degrees or certificates.

**SECTION 4. PROCEDURE**

4.1 The requirements for ACT scores shall be waived for all students who have graduated from high school or received a GED diploma more than five years prior to seeking admission to Southern West Virginia Community and Technical College.

4.2 Students who submit SAT-1 scores for admission purposes will not be required to sit for the ACT. Southern will convert SAT-1 scores to ACT equivalents by using a conversion table.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 It shall be the responsibility of the degree-seeking student to make arrangement for either taking the ACT Assessment or having the scores sent to the Student Records Office.
- 7.2 Students shall have one semester to complete the ACT test and have scores on file in the Student Records Office; they shall not be permitted to register for any following semesters until this requirement has been met.
- 7.3 To provide a mechanism to assure those students that are ineligible to re-enroll an opportunity to take the ACT Assessment, the Student Services Department shall schedule a residual ACT test prior to the beginning of the Fall and Spring registration sessions. A fee similar to that charged for the National Test will be assessed.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** December 8, 2009 - The policy SCP-4110 was rescinded by the Board of Governors to become a unit procedure on December 8, 2009.