

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4000**

**SUBJECT:** Basic Guidelines and Standards for Admissions

**REFERENCE:** West Virginia Code §§ 18B-1-1A; 18B-2B-6; 18B-3C-2; 15-1F-10 a, b  
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for Offering Early Enrollment Courses for High School Students*;  
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 23, *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*

**ORIGINATION:** August 16, 2011

**EFFECTIVE:** November 30, 2017

**REVIEWED:** June 28, 2017

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish basic guidelines and standards for admissions at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all citizens seeking admission into Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

3.1 Regular Students (Degree Seeking Students) - Individuals with a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), who are seeking a certificate and/or associate degree.

3.2 Re-entry Students - Students who interrupt their studies by failing to register and attend classes during a fall or spring term and wish to re-enter the College.

3.3 Non-degree Seeking Students - Students who take credit courses for personal enrichment, job improvement, or other reasons and are not seeking a degree or certificate.

3.4 Transfer Students - Students who have attended other accredited post-secondary institutions.

3.5 Transient Students - Students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern.

3.6 Early Entry High School Students - Students still enrolled in high school who may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures. This includes dual credit students.

- 3.7 Conditional Admission Students - Persons eighteen years of age or older who do not have a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), may be admitted and enrolled in classes on a conditional basis. Their progress and credit hours earned shall be regularly evaluated.
- 3.8 Home School Students - For purposes of admission to Southern, home school students with appropriate documentation of high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC) will be admitted as degree seeking students.

#### **SECTION 4. POLICY**

- 4.1 Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests.
- 4.2 Admission to Southern is open to persons age eighteen and older and able to benefit from study at the community college level. This policy provides specific information related to admission requirements for the various classification of students.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Those who possess a high school diploma or appropriate high school equivalency assessment, such as GED or TASC, may enroll as certificate degree or associate degree-seeking students.
- 6.2 Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 6.3 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.4 Early admission standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Procedural Rule, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students, of the West Virginia Council for Community and Technical College Education.
- 6.5 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges, but any student seeking academic credit, a certificate, and/or an associate degree must submit the appropriate high school equivalency assessment, such as GED or TASC, scores or high school transcripts and/or previous college transcripts.
- 6.6 Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require copies of high school transcripts, GED scores and/or prior college work are provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.

- 6.7 Official transcripts must be provided, if a student has earned credits at another institution.
- 6.8 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must comply with the general admission requirements as well as those of the specific program.
- 6.9 State law provides that any male person who has attained the age of eighteen (18) years of age may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act.
- 6.10 A male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 Re-entry students are required to resubmit an admission's application.
  - 7.1.1 Re-entry students are required to resubmit transcripts if he/she has earned additional credits at another institution.
- 7.2 Non-degree seeking students must submit a completed application form for admission.
  - 7.2.1 An official academic transcript from any college attended can be articulated for the purpose of meeting course prerequisite requirements.
  - 7.2.2 If non-degree seeking students want to change their status to regular degree seeking and have attended another college, then they must present an official transcript of all previous college work to the Records Office.
- 7.3 Transfer students may transfer to Southern from other accredited post-secondary institutions and must complete an application for admission.
  - 7.3.1 The transfer student must submit a completed application for admission.
    - 7.3.1.1 Transfer students must present an official transcript of all previous college work to the Records Office.
  - 7.3.2 An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each.
  - 7.3.3 Students who are receiving federal financial assistance and fails to acknowledge attendance at any college or university in which they have been registered may be subject to disciplinary action.
- 7.4 Transient Students may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing.
  - 7.4.1 The completed transient form must be submitted to the Records Office.

- 7.4.2 Students receiving financial aid must have a consortium agreement signed by both the home institution and Southern's financial assistance office.
- 7.5 Early Entry High School Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
  - 7.5.1 Early Entry students must complete Southern's Early Entry Application with consent form signed by the high school principal or counselor and parent or legal guardian.
  - 7.5.2 Students must have a 2.5 grade point average unless they are participating in special projects, such as the College Transitions Initiative.
  - 7.5.3 High school students of junior and senior status may enroll for no more than seven (7) credit hours per term. Any exception must be approved by the Vice President for Academic Affairs, or their designee.
  - 7.5.4 Early Entry students must meet course prerequisites before registering.
  - 7.5.5 Exceptions to the minimum requirements require the authorization by the Vice President for Academic Affairs or their designee for any high school students with less than a 2.5 grade point average or seeking to enroll for more than seven credit hours per term.
- 7.6 Conditionally admitted students must pass the appropriate high school equivalency assessment, such as GED or TASC, before being admitted as a regular degree-seeking student.
  - 7.6.1 A maximum of twelve (12) credit hours may be taken as a conditionally admitted student.
  - 7.6.2 Conditionally admitted students are generally not eligible to receive any federal or state financial assistance. However, students admitted on an ability to benefit basis may be eligible to participate in Title IV federal financial aid programs.
- 7.7 Home schooled students applying for admission as a regular (degree seeking) student must provide the results of any appropriate high school equivalency assessments, such as GED or TASC score, and other required documentation.
- 7.8 Southern is not certified to admit or enroll international students.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This policy 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 policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**        None

**Distribution:**        Board of Governors (12 members)  
                              www.southernwv.edu

**Revision Notes:**    August 16, 2011 – Policy originated.

March 7, 2012 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes with regard to ability to benefit. Other changes were made to clarify other admission requirements.

August 22, 2016 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes in regard to ability to benefit. Other changes were made to clarify other admission requirements.

June 28, 2017 – A recommendation to change the grade point average (GPA) from 3.0 to 2.5 for Early Entry High School Students was made at the March 15, 2017 dual credit meeting and brought to the Management Council of Academic Affairs and Student Services for discussion at its March 22, 2017 meeting. A poll of other in-state institutions' GPA requirement for dual credit (early entry high school) students was conducted, which found that Southern's current 3.0 GPA was the highest among those that responded. As a result, a recommendation was made to adjust Southern's GPA from 3.0 to 2.5.