

West Virginia University at Parkersburg Board of Governors

**POLICY D-51
ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG**

Section 1. General

- 1.1 Scope - This Rule governs the general requirements for admission to West Virginia University at Parkersburg.
- 1.2 Authority - Council for Community and Technical College Education Series 23, 135 CSR 23.
- 1.3 Effective Date – January 1, 2009

Section 2. Purpose

- 2.1 It is the purpose of the Board to establish standards and procedures for admission to West Virginia University at Parkersburg.

Section 3. Categories of Admission

- 3.1 Students may be admitted to West Virginia University at Parkersburg under any of the following categories: Note: Admission to the institution does not necessarily imply admission to a particular program of study.
 - 3.1.1 General Admission
 - a. Transfer Admission
 - b. Transient Admission
 - c. Early Admission of High School Students
 - d. Readmission
 - e. Non-degree Admission
 - f. International Admission
 - 3.1.2 Provisional Admission

Section 4. Admissions Requirements - General Admission

- 4.1 To be fully admitted under general admissions requirements, a student must:
 - 4.1.1 Submit an Application for Admission.
 - 4.1.2 Submit official high school transcript (indicating graduation date) or passing General Education Development (GED) scores. (High school transcript not needed from person who graduated from high school five years previous to WVU Parkersburg enrollment.)
 - 4.1.3 Submit official transcripts from each college or university previously attended (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Admission office. Transcript marked "issue to student" or submitted directly by students cannot be accepted.)

- 4.1.4 Submit scores achieved on any one of the following: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, or Compass. (This requirement does not apply to applicants who graduated from high school more than five years previous unless a specific test score is required for admission to a program or required for a specific scholarship award.)
- 4.1.5 Submit measles and rubella immunization records if a full-time student and if born after January 1, 1957. Acceptable documentation might include one of the following:
 - a. Proof that student was born before Jan. 1, 1957.
 - b. Copy of permanent health record with report of measles and rubella immunization from the high school.
 - c. Report of immune titer or a positive antibody test providing immunity from a physician or the Health Department.
 - d. Health history signed by a physician that the student had the disease (applies only to measles).
 - e. Proof that measles and rubella vaccines were given after one year of age.

Section 5. Admissions Requirements-Transfer Students

- 5.1 A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another regionally accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:
 - 5.1.1 Submit Application for Admission.
 - 5.1.2 Submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Admissions and Records of WVU Parkersburg. Only credits earned at regionally accredited institutions will be accepted for transfer. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Admission office. Transcripts marked "issue to student" or submitted directly by students cannot be accepted.)
 - 5.1.3 Submit measles and rubella immunization records if full-time student and if born after January 1, 1957.
 - 5.1.4 Submit a high school transcript indicating graduation date and ACT, SAT, Accuplacer, Asset, or Compass scores IF
 - a. The applicant has fewer than 30 hours of college credit. And if
 - b. The applicant graduated from high school fewer than five years previous to WVU Parkersburg enrollment.

Section 6. Admission Requirement - Transient Students

- 6.1 A Transient student is defined as any student who is officially enrolled in another college (referred to as home college) and wants to take a course(s) at WVU Parkersburg and have the courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:

- 6.1.1 Submit an Application for Admission.
- 6.1.2 Submit a transient approval form or letter of good standing from the home institution.

Section 7. Admissions Requirements - Early Admissions Students

- 7.1 An Early Admission student is defined as a high school junior or senior who has completed all high school requirements through the sophomore year and has maintained a minimum cumulative 2.8 grade point average. To be fully admitted under early admission requirements, a student must:
 - 7.1.1 Submit Application for Admission form.
 - 7.1.2 Submit a written recommendation either the high school principal or a high school counselor to take college courses while a high school student.
 - 7.1.3 Submit a partial, official high school transcript.
- 7.2 Only high school students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid.

Section 8. Admission Requirements - Readmission Students

- 8.1 A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. To be fully admitted under readmission requirements, a student must:
 - 8.1.1 Submit a new application for admission if the student has not been enrolled for at least one academic year.
 - 8.1.2 If the student has attended any other college since last enrolled with WVU Parkersburg, complete additional requirements for admission transfer.

Section 9. Admissions Requirements - Non-degree Students

- 9.1 A non-degree student is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:
 - 9.1.1 Submit Application for Admission.
- 9.2 The non-degree student is not eligible for financial aid.

Section 10. Admissions Requirements - International Students

- 10.1 An International student is defined as a citizen of a foreign country who seeks admission to WVU Parkersburg. All documents must be on file by May 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.
- 10.2 To be admitted as an international student, an applicant must, in addition to meeting the admission requirements of the student type for which they have applied:

- 10.2.1 Submit an International Application for Admission.
- 10.2.2 Submit a certified copy of secondary school transcripts.
- 10.2.3 If transferring to West Virginia University at Parkersburg submit a copy of all prior institution transcripts. If the prior institution's location is outside the United States they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by applicant.
- 10.2.4 Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."
- 10.2.5 Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.
- 10.2.6 Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.
- 10.2.7 All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship (institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission.
- 10.2.8 Submit a copy of a current passport.
- 10.2.9 Provide documentation from a doctor proving immunization from measles, mumps and rubella.
- 10.3 Upon receipt of all documentation, the Office of Admissions will complete an evaluation and notify the student of an admissions decision.
- 10.4 Upon confirmation of a positive admission decision, the Admissions Office will issue an I-20.

Section 11. Admission requirements - Provisional Admission

- 11.1 Applicants for General Admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for General Admission must be met by the completion of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.