

## SECTION 2

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# ADMISSIONS

## ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG

### Categories of Admissions

Students may be admitted to West Virginia University at Parkersburg under any of the following categories: General Admission, Transfer Admission, Transient Admission, Early Admission of High School Students, Readmission, Non-degree Admission, International Admission including Provisional Admission.

(Note: Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may publish their own requirements for admission.)

### Admissions Requirements - General Admission

To be fully admitted under general admissions requirements, a student must:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit official high school transcripts or a high school equivalency exam, such as GED or TASC scores from an accredited institution or source.

Submit official transcripts from each college or university previously attended. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Admissions Office, located in the Center for Student Success. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.)

Submit scores achieved on any one of the following placement tests: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, Compass or WV General Summative Assessment. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific

tests and scores for program entry. West Virginia students who have scored a “3” or better on the West Virginia Summative Assessment in either English or Math may not be required to take the supportive courses in those subjects if the student is enrolling in college within one year of high school graduation for Math and within 3 years of high school graduation for English.

Students seeking general admission to the college who have completed a secondary school credential through a home school process must adhere to the following steps for admission:

The home schooling of secondary students in West Virginia is governed by West Virginia Code 18-8-1 subsection (c), and admission to the college from a home school environment will be analogous to the necessary requirements of said code to complete a final year of secondary school. In addition to all other admission requirements, home-schooled students must **provide one of the following**:

1. An official statement on letterhead from the superintendent of the school district of residence confirming that the student has met the academic assessment requirements for the final year of secondary instruction as detailed in West Virginia Code 18-8-1 subsection (c),  
**or**
2. Official test scores from a high school equivalency exam such as the GED or TASC. These scores must be from an accredited institution or source recognized by the United States Department of Education or the State of West Virginia, **or**
3. A transcript of class work from a secondary institution or organization recognized as accredited by an agency acceptable to the office of the Vice President for Student Services or the United States or West Virginia Department of Education.

### **Admissions Requirements-Transfer Students**

A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another 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:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit a request to the registrars of all institutions previously attended to forward official transcripts to the Admissions Office, located in the Center for Student Services at WVU Parkersburg. *WVU Parkersburg maintains an obligation to adhere to all policies required by federal financial aid regulations.* Only credits earned at regionally accredited institutions or meeting 70% of course learning objectives of similar WVU Parkersburg courses as adjudicated by college faculty will be accepted for credit. (West Virginia Code 18B-1-6, 18B-2B6, 18B-14-2). These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Admissions Office. Transcripts marked "issue to student," faxed, or submitted directly by students cannot be accepted.

Submit scores achieved on one or more of the following placement tests as needed based on the nature of transferred course work. American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, Compass, or WV General Summative Assessment. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific tests and scores for program entry.

Submit official high school transcripts or a high school equivalency exam scores, such as the GED or TASC, from an accredited institution or source. *WVU Parkersburg maintains an obligation to adhere to all policies required by federal financial aid regulations.*

Complete transfer clearance form.

### **Admission Requirement - Transient Students**

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:

Complete an Application for Admission, which can be found at each administrative center of the college or online, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit a transient approval form or letter of good standing from the home institution.

### **Admissions Requirements - Early Admissions Students**

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 3.0 grade point average. To be fully admitted under early admission requirements, a student must:

Complete an Application for Early Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit a written approval from either the high school principal or equivalent to take college courses while a high school or secondary student, if requested.

Submit a partial, official high school transcript.

Applicants for the Early Admission programs who are pursuing a home school course of study must document the following: the equivalent of a 3.0 grade point average and the equivalent junior or senior standing at the secondary level by an official transcript of completed coursework, either notarized in the state of residence or mailed directly from a recognized accrediting agency as defined by the Division of Student Services.

Only secondary students who meet these requirements are eligible to enroll in college level course work while in high school. Early admission students are not eligible for financial aid. Exceptions to these standards for entry may be granted by the Senior Vice President for Academic Affairs upon appeal.

### **Admission Requirements - Readmission Students**

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:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply). This applies to a student who has not been enrolled for at least one academic year.

Complete additional requirements for admission transfer if the student

has attended any other college since last enrolled at WVU Parkersburg.

### **Admissions Requirements - Non-degree Students**

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:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply). The non-degree student is not eligible for financial aid.

### **Admissions Requirements - International Students**

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.

In addition to meeting the admission requirements of the student type for which he/she has applied, in order to be admitted as an international student, an applicant must:

Complete an International Application for Admission, which can be found at each administrative center of the college or can be mailed to any requesting individual. Note: Submission of certified copies of secondary school transcripts is not necessary unless the student is seeking transfer credit from the institution.

Submit copies of all prior institution transcripts if transferring to West Virginia University at Parkersburg. 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.

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."

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 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.

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.

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.

Complete a Deposit Agreement Form

Submit a copy of a current passport.

Upon receipt of all documentation, the Admissions Office, located in the Center for Student Services, will complete an evaluation and notify the student of an admissions decision. All outstanding documents must be submitted to the Admissions Office before admission to the college can be granted.

Upon confirmation of a positive admission decision, the Admissions Office will issue an I-20.

### **Admission requirements - Provisional Admission**

Applicants for 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.