

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**FEBRUARY 9, 2011
AGENDA**

Members

Cindy Bullock
Joe Campbell
Steve Chancey
Cheryl Donohoe
Gerard El Chaar
Curtis Miller

Gregory K. Smith
Rock Wilson
Matthew Santer
Violet Mosser
Teresa Wamer

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, February 9, 2011

4:00 p.m.	Administrative Services Committee Academic and Student Services Committee	Community Room Dean's Conference Room
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Room 2209-2211
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of February 9, 2011
 5:45 p.m. - Rooms 2209-2211

- Call to Order Board Chair, Joe D. Campbell
- Roll Call Patsy Bee
Executive Assistant to the President
- Board Chair Report Chairman Campbell
 - Nomination of Vice Chair
 - Spring Board Retreat – March 30, 2011
 - Special Meeting – March 30, 2011
- Possible Executive Session under the authority of WV Code §6-9A-4-2A
 - Naming Opportunity
 - Personnel
- Approval of Minutes
 - Regular Meeting – December 8, 20105
- President’s Report Dr. Marie Foster Gnage
President
- Committee Reports
 - Executive Committee Chairman Campbell
 - Audit Review Committee Rock Wilson
 - Administrative Services Committee Gerard El Chaar/Greg Smith
 - Academic and Student Services Committee Cindy Bullock
 - Campus Development Committee Curtis Miller
- Action Items
 - Approval of Salary Policy Task Force Recommendations Dr. Gnage.....10
 - Capital Campaign Feasibility Study Kim Jones.....12
Executive Director
WVU at Parkersburg Foundation
 - Tuition and Fees Vincent Mensah,.....13
Chief Financial Officer
- Information Items

- Consent Agenda.....14
 - WVU Parkersburg Policy on WV Freedom of Information Act
 - Naming Opportunity
 - Admission Policy Amendment

- Board Comments/Announcements
 - **Walnut Street Theatre presents: *The Glass Menagerie*, by Tennessee Williams,**
 Tuesday, March 1, 2011 7:00 p.m. – College Activities Center
 - **DALLAS BRASS - An American Musical Journey**
 Saturday, April 9, 2011, 8:00 p.m. – College Activities Center

12. Next Meeting

Date: Wednesday, March 30, 2011
 Location: TBA
 Time: TBA

13. Adjournment

**MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS**

December 8, 2010

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, December 8, 2010 at the WVU Parkersburg campus beginning at 5:15 p.m. Board members present were: Joe Campbell, Matthew Santer, Cindy Bullock, Violet Mosser, Keith Burdette, Cheryl Donohoe, Steve Chancey, Rock Wilson. Absent were Gerard ElChaar, Teresa Wamer, and Curtis Miller. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included members of the WVU at Parkersburg Foundation Board of Directors, members of the media, administrators, faculty, and staff.

1. Call to Order

Mr. Campbell, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

2. Roll Call

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that a quorum was present.

3. Board Chair Report

Mr. Campbell provided committee assignments for the Board for 2010-2011 (see attached).

Mr. Campbell reported on the ACCT Training on advocacy that was held today for all Board of Governors officers of WV Community and Technical Colleges.

4. Executive Session under the authority of WV Code §6-9A-4-2A

Chairman Campbell announced a need for the Board to go into Executive Session to discuss some issues regarding the salary policy task force agenda item that President Gnage would be reporting on later in the meeting. Mr. Burdette moved to go into Executive Session at 5:58 p.m. Ms. Bullock seconded the motion. Motion passed. At 6:53 Mr. Burdette moved to return from Executive Session. Ms. Donohoe seconded the motion. Motion passed.

5. Minutes

Minutes of the regular Board meeting scheduled on October 13, 2010 meeting was approved upon a motion by Mr. Smith and second by Mr. Burdette.

6. Committee Reports

- Executive Committee – Mr. Joe Campbell, Chair

The Executive Committee did not meet.

- Audit Review Committee – Mr. Rock Wilson, Chair

Mr. Wilson reported that the Audit Committee met today and received the auditor's report from Deloitte & Touche LLP. The audit received the highest opinion it could receive with no deficiencies or misstatements. A copy of the report will be made available to any Board member wishing to review the document and a copy will be posted on the web site. Mr. Burdette moved to approve the audit report. Mr. Santer seconded the motion. Motion passed.

- Administrative Services Committee—Mr. Gerard ElChaar/Mr. Greg Smith Co-Chairs

The Administrative Service Committee did not meet.

- Academic and Student Services Committee – Ms. Cindy Bullock, Chair

The Academic and Student Services Committee did not meet.

- Campus Development Committee – Mr. Curtis Miller, Chair

The Campus Development Committee did not meet.

7. **President's Report**

President Gnage welcomed members of the Board and guests. Some announcements included the following:

Governor Tomblin will be the speaker at the December Commencement Ceremony.

Long-time friend of WVU Parkersburg and member of the WVU at Parkersburg Foundation Mrs. Shirley Lawrence-Berrey passed away. She and her husband, Dr. Robert Lawrence-Berrey who served many years as chair of the Foundation, made many contributions to the college, and established the Study Abroad Scholarship Program which has provided study abroad scholarship opportunities for several students.

This week the President participated in a forum with Senator Jay Rockefeller in Ripley, West Virginia regarding broad band telecommunications.

President Gnage explained the importance of the College Completion Challenge and the support it is receiving from the American Association of Community Colleges, American Community College Trustees, Phi Theta Kappa and other organizations. She noted that this is an action item on our agenda today.

8. **Action Items**

Accepting the College Completion Challenge - A *Call to Action*

Dr. Marie Foster Gnage provided a report on the College Completion Challenge. After

discussion and questions, Mr. Burdette moved to approve the following:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the call to action to engage WVU Parkersburg to advance “the completion agenda” -- increasing the number of students who complete degrees, certificates, and other credentials with value in the work place.

Ms. Bullock seconded the motion. Motion passed.

Capital Campaign Feasibility Study

Ms. Susan Kim Jones, Executive Director of the WVU at Parkersburg Foundation provided a report on the Capital Campaign Feasibility Study. After discussion and questions, Mr. Burdette moved to defer this agenda item to the February 9 Board meeting until all Board members had an opportunity to review the proposals submitted. Ms. Bullock seconded the motion. Motion passed.

9. Information Items

Salary Policy Task Force

Dr. Gnage thanked members that served on the Faculty and Staff Salary Policy Task Force.

Recommendations for classified staff are as follows:

- Fully fund Classified Staff Salary Schedule (Mercer)
- Use the evaluation of performance (merit) to determine classified staff raises in the future. Doing so will not only encourage continuing improvement in job performance but will provide the opportunity for staff who have achieved the 15th step (15 years of service) to be recognized for their continuing contributions to the college.

President Gnage added that they will need to check to make sure it is okay to use merit for all staff.

Recommendations for faculty are as follows:

- Create equity among the faculty according to rank and degree level (Associate’s, Bachelor’s, Master’s and Doctoral).
- Establish salary schedule for faculty at the assistant professor, associate professor, and professor ranks according to degree level.

President Gnage asked that recommendations be considered for action at a future Board meeting. Mr. Campbell thanked the Task Force and suggested a resolution be presented at the next Board meeting.

Pathways Demonstration Project for HLC Pioneer Institutions

President Gnage announced that WVU Parkersburg has been invited to participate in the Higher Learning Commission's new Pathways Demonstration Project as a pioneer institution. Twenty institutions will be participating in a three-year initiative to develop a new protocol for institutions seeking continued accreditation. The Pathways Demonstration Project institutions will work with the Higher Learning Commission to achieve the following goals:

- To enhance institutional value by opening the Improvement Process for stable, healthy institutions so that they may choose Quality Initiatives to suit their current circumstances;
- To reduce the reporting burden on institutions by utilizing as much information and data as possible from existing reports and collecting them in electronic form as they naturally occur over time;
- To enhance rigor by using a system that checks institutional data annually, allows for additional assurance review as needed, and looks in depth twice in the 10-year cycle;
- To integrate as much as possible all HLC processes and Commission requests for data into the Assurance Process and continued accreditation cycle;
- To be as cost efficient as possible.

As part of this process, WVU Parkersburg will have an assurance visit in 2014/2015 and will select a Quality Improvement activity that centers on the assessment of student learning.

State of the College Finances/Budget Picture

Dr. Vincent Mensah, Chief Financial Officer provided a report to the Board on the State of the College Finances. He noted a positive assessment by the auditors and that the college is in a very strong financial position. See attached.

Continuing Renovations – Downtown Center

Dave White, Director of Facilities and Grounds provided an update to the Board on the continuing renovations of the Downtown Center. He noted that the façade construction for the Downtown Center will begin on January 3 with March 31 as the completion date. The electrical upgrade/elevator installation should be complete by June 1, 2011.

Consent Agenda

Mr. Burdette moved to approve the following Consent agenda item:

Policy A-06, Naming Opportunities

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy A-06, Naming Opportunities, as revised.

Ms. Mosser seconded the motion. Motion passed.

10. Board Comments/Announcements

Mr. Burdette reported on his attendance at the ACCT meeting in Canada.

11. Next Meeting

The next regular meeting of the WVU at Parkersburg Board of Governors is scheduled for Wednesday, February 9, 2011.

12. Adjournment

With no further business to be discussed, Mr. Burdette moved that the meeting be adjourned. Ms. Bullock seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Joe D. Campbell, Chairman

Curtis Miller, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of February 9, 2011**

ITEM: Salary Policy Task Force Recommendations

RECOMMENDED RESOLUTION: *Resolved:* That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Salary Policy Task Force dependent upon the availability of funds in the 2011/2012 budget.

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

At the October 13, 2010 meeting of the WVU Parkersburg Board of Governors, Chairman Campbell requested that President Gnage form a Salary Policy Task Force that would include one member of the Board of Governors. The Salary Policy Task Force plan was presented at the December 8 Board meeting and Chairman Campbell requested that recommendations would be approved at the February 9 meeting.

Recommendations for classified staff:

- Fully fund Classified Staff Salary Schedule (Mercer)
- Use the evaluation of performance (merit) to determine classified staff raises in the future. Doing so will not only encourage continuing improvement in job performance but will provide the opportunity for staff who have achieved the 15th step (15 years of service) to be recognized for their continuing contributions to the college.

Recommendations for faculty:

In fall 2010 a committee comprised of faculty, staff, and administrative representatives began the review of faculty salaries. Following a thorough review, a WVU Parkersburg Faculty Salary Benchmark chart was developed that extrapolated salaries across rank and degree levels using \$36,070 as the current baseline entry salary amount for an instructor with a master's degree. To determine if current faculty met the benchmarks for their requisite degree and/or rank level, each full time faculty member's salary was reviewed for equity. The review revealed that eleven faculty were below the benchmark and to bring these faculty to the desired level is approximately \$30,000.

WVU Parkersburg Faculty Salary Benchmark Chart 2010/2011				
Full Time Faculty Salary by Rank and Degree Level				
	Instructor	Assistant Professor	Associate Professor	Professor
Associate Degree	\$33,070			
Bachelor's Degree	\$35,070			
Master's Degree	\$36,070*	\$39,677	\$43,645	\$48,009
Doctoral Degree		\$45,177	\$49,695	\$54,664

*Benchmark

These recommendations will require a revision of the Board of Governors Salary Policy, B-29, which will be proposed at the next meeting of the Board of Governors in accordance with Policy A-45, Adoption or Amendment of Rules.

**West Virginia University at Parkersburg Board of Governors
Meeting of February 9, 2011**

ITEM: Capital Campaign Feasibility Study

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors recommends the WVU at Parkersburg Foundation perform a Capital Campaign Feasibility Study using the approved consultant(s).

STAFF MEMBER: Kim Jones, Executive Director
WVU at Parkersburg Foundation

BACKGROUND:

At the December 8, 2010 Board meeting, the WVU at Parkersburg Foundation presented information on potential candidates for the development of a Capital Campaign feasibility study for the Board members to consideration and approve recommendations. In order to provide Board members additional time to review the proposals, this agenda item was deferred to the February 9 meeting.

**West Virginia University at Parkersburg Board of Governors
Meeting of February 9, 2011**

ITEM: Tuition and Fees

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves tuition and fees recommendations for 2011-2012.*

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

The Tuition and Fees recommendations for FYI 2011-2-12 will be presented to the Board of Governors for review and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of February 9, 2011**

ITEM: Policy on WV Freedom of Information Act

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy A-56, WV Freedom of Information Act, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

STAFF MEMBER: Debbie Richards
Special Assistant to the President

BACKGROUND:

The West Virginia Freedom of Information Act is a state law that allows any person to inspect, view or copy any public record that is prepared, owned and maintained by a public body. As a public entity, West Virginia University at Parkersburg responds to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law. The attached proposed policy addresses the institution's compliance with this law, permits the institution to establish fees consistent with the provisions of the law, identifies the institution's WVFOIA officer, and delegates to the President responsibility for the establishment of specific procedures for implementation of the policy.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy regarding the WV Freedom of Information Act. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy proposal following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

POLICY A-56
WEST VIRGINIA FREEDOM OF INFORMATION ACT

Section 1. General

1.1 Purpose. - To establish a West Virginia University at Parkersburg Board of Governors policy regarding requests made for public records pursuant to Chapter 29B of the West Virginia Code--the West Virginia Freedom of Information Act (WVFOIA).

1.2 Authority. - [W.Va. Code § 18B-1-6](#); [W.Va. Code § 29B-1 et seq.](#)

1.3 Scope. - This policy applies to all employees of West Virginia University at Parkersburg who at any time may receive WVFOIA requests or who have access to responsive materials.

1.4 Effective Date. –

Section 2. Definitions

2.1 Public Record. – A public record is “any writing containing information relating to the conduct of the public’s business, prepared, owned and retained by a public body.” (W.Va. Code § 29B-1-2(4))

2.2 Writing. – A writing is defined as any book, paper, map, photograph, card, tape, recording or other documentary materials regardless of physical form or characteristics. (W.Va. Code § 29B-1-2(5))

2.3 Exemptions. – Those records which the institution, in consultation with general counsel, could withhold pursuant to W. Va. Code § 29B-1-4(a).

2.4 Custodian. – The institution’s President (or designee) shall be the Custodian as defined by W. Va. Code § 29B-1-2(1).

Section 3. Policy

3.1 The West Virginia Freedom of Information Act is a state law that allows any person to inspect, view or copy any public record that is prepared, owned and maintained by a public body. As a public entity, West Virginia University at Parkersburg will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.

3.2 WVU at Parkersburg may establish fees reasonably calculated to reimburse it for its actual cost in making reproductions of records requested pursuant to WVFOIA.

3.3 Some records in the possession of a public body are specifically exempt from disclosure under WVFOIA.

3.4 The Special Assistant to the President serves as the college’s WVFOIA Officer and is located within the Office of the President. The WVFOIA Officer shall, in consultation with general counsel, ensure compliance with the WVFOIA, this policy and any related procedures.

3.5 All WVU at Parkersburg employees are obligated to comply with the directives of the college WVFOIA Officer.

Section 4. Responsibility for Application/Development of Procedures

4.1 Responsibility for application of this policy, as well as the development of specific procedures, rests with the President of the institution.

**West Virginia University at Parkersburg Board of Governors
Meeting of February 9, 2011**

ITEM: Naming Opportunity

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the naming of the Memory Garden to be announced at its dedication.

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

West Virginia University at Parkesburg would like to name the WVU Parkersburg Memory Garden College Plaza in honor of an individual that has made exceptional contributions to the college. The name of the Memory Garden College Plaza will be announced at the dedication to be held later this year.

**West Virginia University at Parkersburg Board of Governors
Meeting of February 9, 2011**

ITEM: Revision of Policy D-51, Admission to WVU at Parkersburg

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for an addition to Policy D-51, Admission to WVU at Parkersburg to permit admission for an ESL course of study, and hereby authorizes adoption of said revision without further action by the Board if no comments are received.

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

English as a Second Language (ESL) Programs are constructed to offer international students who have yet to demonstrate a requisite level of English proficiency and are seeking undergraduate admission a path to college acceptance and academic success in the United States. Through the updating of the college's admissions policy ESL students will be given two consecutive semesters to complete an ESL program of study and must do so to gain access to other academic offerings of the college or admission to program. This policy, which provides standard documentation that allows international ESL students to apply for a student visa, will enhance the college's ability to provide international student services and increase the quality and diversity of the student body. This policy has been benchmarked at peer institutions in and out of state, with special attention given to ability to pay and documents related to the issuance of the student visa (F1).

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy revision. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy proposal following the comment period without further action by the Board of Governors.

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 [including English as a Second Language](#)

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 [from a regionally or West Virginia state accredited secondary school](#) (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-Enrollment](#) 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-Office of Enrollment](#) 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-Enrollment](#) 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-Enrollment](#) will complete an evaluation and notify the student of an admissions decision.

10.4 Upon confirmation of a positive admission decision, the ~~Admissions~~ Office [of Enrollment](#) will issue an I-20.

[10.5 Students who have not attained the necessary TOFEL, IELTS, or STEP EIKEN scores and wish to participate in the WVU Parkersburg English as a Second Language \(ESL\) course of study, may do so provided that they complete all other provisions as defined in section 10 of this policy. The I-20 will be issued to qualifying students for ESL study according to federal regulations.](#)

[10.5.1 Students will be limited to two consecutive semesters of participation in the WVU Parkersburg English as a Second Language course of study.](#)

[10.5.2 Students completing two consecutive semesters or less must then pass a test of English proficiency as identified by the Office of Academic Affairs or in this policy in order to be eligible for continued study at WVU Parkersburg.](#)

[10.5.3 Students who complete two consecutive semesters and fail to meet the pre-requisites for additional classes at WVU Parkersburg will not be allowed to continue study at this institution and will not be issued an additional student visa documentation.](#)

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.