

SECTION II

Admissions

(Current Admissions Policy is Under Review)

(Certain classes may require a minimum ACT or Accuplacer placement test score)

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 – April 7, 2011

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 If seeking Federal Financial Aid, 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 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 Enrollment office located in the Student Welcome Center. 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 Students will be requested to 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 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 Enrollment office. Transcripts marked “issue to student” or submitted directly by students cannot be accepted.)
- 5.1.3 Students will be requested to submit measles and rubella immunization records if full-time student and if born after January 1, 1957.
- 5.1.4 If seeking Federal Financial Aid 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. This is a decision made by 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 - Re-admission 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 re-admission 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 Enrollment will complete an evaluation and notify the student of an admissions decision.
- 10.4 Upon confirmation of a positive admission decision, the 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.

ADMISSION TO PROGRAM REQUIREMENTS

Students seeking admission to the following WVU Parkersburg programs must make separate application for admission. Admission requirements to these programs are included in their corresponding catalog sections. The programs are:

- Certificate in EMT-Paramedic
- Certificate in Pharmacy Technician
- Certificate in Surgical Technology
- Associate in Applied Science Degree in Nursing
- Bachelor of Applied Science in Business Administration
- Bachelor of Applied Technology
- Bachelor of Arts Degree in Elementary Education
- Bachelor of Arts in Multi-Disciplinary Studies
- Bachelor of Science Degree in Business Administration
- Regents Bachelor of Arts Degree