

Title: #V-21. Admission to WVU Parkersburg

Date: November 13, 2025 (Replaces version dated May 9, 2024)

A. Purpose

It is the purpose of this policy to establish standards and procedures for admission to WVU Parkersburg.

B. Categories of Admission

Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may have more rigorous admission standards, subject to the president's approval and consistent with the rules of the West Virginia Council for Community and Technical College Education. Students may be admitted to WVU Parkersburg under either of the following categories:

1. General Admission, Transfer Admission, Transient Admission, Early Admission, Readmission, Non-degree Admission, International Admission including English as a Second Language
2. Provisional Admission

C. Admissions Requirements

To be fully admitted to WVU Parkersburg, a student must:

1. Complete an Application for Admission, which can be found at each administrative center of the college or online.
2. Per financial aid regulations, and institutional obligations to such, submit either official high school transcripts from an accredited institution or source or another appropriate secondary credential evidencing successful completion of private, nonpublic or homeschool secondary education, unless the applicant graduated from high school or received a secondary credential more than five years before enrollment or has completed active military service. High school transcripts or other qualifying documents from an entity that provides secondary school education may be delivered to the

college by the student applicant if it is provided in an unopened, sealed envelope, directly from the issuing school. The college may ask for additional information as deemed necessary to evaluate the validity of completion if the institution has reason to believe the transcript is not valid or that the entity does not provide secondary school education.

3. If seeking institution credit for prior work, applicant must submit official transcripts from each college or university previously attended. Only credits earned at regionally accredited institutions or meeting 70% of the learning objectives of a similar WVU Parkersburg course as determined by college faculty will be accepted for transfer. These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Center for Student Services. Transcripts marked "issue to student," faxed or submitted directly by students will not be accepted.

D. Admissions Requirements-Transfer Students

A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study.

Admissions Requirements are listed.

1. In order to transfer to WVU Parkersburg the student must have left his or her prior institution in good disciplinary standing and must not be barred from enrolling in the previous institution for disciplinary reasons. Transferring students who indicate that they have been separated from a prior institution for disciplinary reasons will be required to submit a written explanation of the issue, which may then be investigated by the college.

E. Admission Requirement - Transient Students

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

1. Complete a transient application, using our online application and
2. Submit a transient approval form or letter of good standing from the home institution.

F. Admissions Requirements - Early Admissions Students

An “early admission student” is defined as a high school sophomore, junior, or senior (or a high school student approved for early admission at the discretion of the Vice President for Academic Affairs) who has maintained a minimum cumulative 2.5 grade point average. To be fully admitted under early admission requirements, a student must:

1. Complete an Application for Early College and
2. Submit a written approval from the high school principal, counselor, or equivalent to take college courses while a high school or secondary student.

Only secondary students who meet these requirements are eligible to enroll in college course work while in high school. The President’s designee may grant exceptions to these standards for entry upon request of the student and for good cause shown. Early admission students are not eligible for financial aid.

G. 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:

1. Complete an Application for Admission, which can be found at each administrative center of the college or online, if the student has not been enrolled for at least one academic year, and
2. If the student has attended any other college since last enrolled with WVU Parkersburg, complete additional requirements for readmission transfer as established by the President’s designee.

H. 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.

Non-degree students are not eligible for financial aid.

I. 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 April 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.

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:

1. Complete an International Application for Admission, which can be found at each administrative center of the college, submitted online, or emailed to any requesting individual.
2. If transferring to WVU Parkersburg, submit a copy of official transcripts from all prior institutions attended. If the prior institution's location is outside the United States the student must send the transcripts for evaluation to an accredited international transcript evaluation service as identified by the Registrar. The student shall pay for all fees for such services. International students are not required to submit certified copies of secondary school transcripts, unless they are seeking to transfer credit from the secondary institution.
3. 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.”
4. 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 to the college 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 WVU Parkersburg as defined by said agreement.
5. 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.

6. All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (for private individuals) or statements of sponsorship (for institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission.

7. Submit a copy of a current passport.

Upon receipt of all documentation, WVU Parkersburg's PDSO or DSO will complete an evaluation and notify the student of an admissions decision. The student shall submit all outstanding documents to the Center for Student Services before the college can grant admission.

Upon confirmation of a positive admission decision and confirmed deposit of funds with the Business Office of the college, the PDSO or DSO will issue an I-20.

J. Admission requirements - Provisional Admission

Applicants for admission who do not meet all of the requirements stated in Sections 4 through 10 above may be granted Provisional Admission for one semester by the President's designee. Such students must meet the requirements for General Admission by the end of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid and must make payment arrangements with Business Services.

Responsible Administrator: Executive Vice President for Academic Affairs, 304-424-8242