

# **GLENVILLE STATE COLLEGE POLICIES**

## **ACADEMIC POLICY 28**

### **STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS**

#### **28.1. General**

1.1. Scope –Policy regarding standards and procedures for undergraduate admissions.

1.2. Authority - West Virginia Code §18B-1-1A; 18B-1-4; HEPC Series 17, Sections 2.2.11 and Series 23, Sections 3.1 and 5.

1.3. Effective Date – August 23, 2006

1.4. Repeal of former rule - This policy supersedes any or all policies in reference to standards and procedures for undergraduate admission

#### **28.2. Basic Admissions Standards**

2.1. As a means of ensuring a reasonable chance of success in the educational programs for which students seek admission and of making the most productive use of federal, state and community resources, the institutional admissions policies of Glenville State College shall incorporate the following basic standards.

2.2. Associate Degree Programs at Glenville State College. Regular admission to associate-degree programs at Glenville State College is open to any person who has a high school diploma or meets General Educational Development (GED) requirements. Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

2.3. Bachelor's Degree Programs at Glenville State College. Students who meet General Educational Development (GED) requirements or have a high school diploma from an accredited high school and overall grade-point average (GPA) of at least 2.0, or a composite score of at least 17 (18 and/or a 2.0 GPA effective August 2008) on the ACT may be admitted on a regular admission basis to bachelor's degree programs. Students will normally be expected to sit for the ACT. However, in instances where students have taken the Scholastic Aptitude Test (SAT I), these scores may be substituted for the ACT. SAT scores will be converted to ACT equivalents by using an appropriate conversion chart authorized by the Chancellor of the Higher Education Policy Commission. These students will not be required to take the ACT at a later time.

Since students' writing ability is an important indicator of success in college and may be used as a determinant in freshman placement in English composition courses, students

are encouraged to complete the writing portion of the ACT or SAT I and submit those scores for purposes of undergraduate admission.

2.3.1. Conditional admission may be granted in instances where GPA or ACT standards are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work.

Students who do not meet the GPA or ACT standards, but who demonstrate the potential to complete an undergraduate program may be admitted conditionally with the following stipulations:

2.3.1.1. If freshman placement assessment standards indicate that the student requires developmental work, that work must be completed prior to enrolling in the corresponding college-level course.

2.3.1.2. Student must complete the provisions of their conditional admission within the first three semesters of enrollment.

2.3.1.3. Conditionally admitted students must achieve a minimum of a 2.00 GPA in at least twelve graded hours.

When all admission standards have been met, conditional status will be removed and the student will become a regular admission student.

2.3.2. In addition to GPA and ACT requirements, students must successfully complete the following minimum academic core unit requirements (effective until August 2008) prior to admission:

**Required Units (Years)**

4 English (including courses in grammar, composition, literature)

3 Social Studies (including U.S. History)

3 Mathematics (Algebra I and at least one higher unit)

3 Science (Two of the three units must be laboratory science. At least two units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)

**Strongly Recommended Units**

2 Foreign Language

**Elective Units**

Remaining Units -- It is recommended that the remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and keyboarding.

2.3.3. Effective August 2008, students in addition to GPA and ACT requirements,

must successfully complete the following minimum academic core unit requirements prior to admission:

**Required Units (Years) 2008 Standards**

- 4 English (including courses in grammar, composition, and literature)
- 3 Social Studies (including U.S. History)
- 4 Mathematics (three units must be Algebra I and higher)
- 3 Science (all courses to be laboratory science; Coordinated and Thematic Science I & II combined count as one lab science unit)
- 1 Arts
- 2 Foreign Language (Two units of the same foreign language)

2.3.4. Glenville State College has the discretionary authority to waive the college preparatory curricular requirements for regular admission for not more than five percent (5%) of freshmen students who graduated from high school within five (5) years of the date of enrollment. The percentage (5%) is based upon enrollment of first-time freshmen entering the institution in the fall term of the previous year.

Applicants for admission who have been out of high school for more than five (5) years or who meet institutionally-established GED requirements may be exempted from the specified high school curricular requirements.

2.3.5. The academic performance of students admitted under one (1) of the above exemptions or on a conditional basis must be evaluated at the conclusion of each semester. To continue, such students must be in good academic standing according to institutional standards as stated in the institutional catalog for regularly-admitted students. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

2.4. Transfer Students. Students seeking transfer admission to Glenville State College must be academically eligible to return to the institution from which they wish to transfer. Students who meet this requirement may be admitted, without conditions, upon the submission of an application for admission and an official transcript from ALL previous colleges attended.

Students who do not meet the requirement listed above may be admitted to Glenville State College upon the recommendation of the Academic Appeals Committee. If, in the opinion of the Committee, such applicants can successfully complete an academic program, the Academic Appeals Committee may forward a recommendation to the Vice President for Academic Affairs that the student be admitted on probation for one semester at Glenville State College.

2.4.1. Students seeking admission as transfer students who have earned fewer than 27 hours of college work must also submit a high school transcript and ACT/SAT scores, as well as an official transcript from ALL previous colleges attended. If

the student does not have at least one of the following criteria – (1) 2.0 average on their high school work, (2) ACT composite of 17 or above, (3) a combined verbal/math SAT score of at least 820. The student then must remediate all deficiencies before transferring into a Bachelor's degree program.

Students seeking admission as transfer students who have successfully completed 27 or more hours of graded college work with a cumulative GPA of 2.0 or higher may transfer into a bachelor's degree program without further remediation.

2.4.2. Any individual who has at least one year of military service, regardless of academic standing when last registered in college, may be readmitted either in good standing or on academic probation, whichever was the standing status when last registered in college.

2.4.3. Students who transfer to Glenville State College from another college must have an overall GPA of at least 2.0 on all course work completed at Glenville State College as one of the criteria for graduation.

2.4.4. Students under disciplinary sanction at a West Virginia public college or university at the time of the application for transfer admission are also subject to other applicable rules of the college which may affect their admission to the College.

2.5. Non-Degree Students. Glenville State College may admit students on a non-degree basis. By definition, such students are not seeking and/or not eligible to pursue a certificate or degree at the institution.

Non-degree seeking students may enroll in those courses for which they are qualified. If a non-degree seeking student would later choose to pursue a degree program, that student must submit all required documents (test scores, transcripts, etc.) to be admitted as a degree candidate.

The non-degree seeking student shall be allowed to enroll in no more than seven (7) hours per semester. The student will be responsible for paying the tuition and fees and is not eligible for federal financial aid.

2.6. Home Schooled Students. Applicants for admission at Glenville State College who are home-schooled must submit scores for the General Educational Development (GED) test in order to be considered for admission. Applicants will be considered for admission at Glenville State College if they attain a standard score of 50 on each of the five parts of the GED test. If a standard score of 50 is not achieved on each of the five parts of the GED test, students must successfully remediate any academic deficiencies prior to full admission. Copies of the applicant's home school transcript, ACT or SAT scores, and GED test scores must be sent directly to the Office of Admissions.

2.7. General Educational Development (GED) Students. Students applying for admission who have not graduated from a regionally accredited high school are required to submit documentation of having earned a score of 410 or higher on each area of the General Education Development test and a 2250 total standard score, thus qualifying for the State of West Virginia's high school equivalency certificate or diploma.

Additionally, at Glenville State College a student must submit documentation of having earned a minimum score of 500 on at least three parts of the GED. Students who do not meet this GSC requirement must enroll in developmental studies.

2.8. International Students. Glenville State College is committed to promoting international understanding and respect for cultural diversity and, toward that end, particularly welcomes qualified international students.

All international applicants must take the international, standardized version of the test of English as a Foreign Language (TOEFL). Exceptions for English-speaking students will be made on a case-by-case basis. Applicants must submit official TOEFL test scores of 550 or higher to be eligible for full admission to Glenville State College. With a score of 550 or above, no additional language training is required for unconditional admission.

International students who submit official TOEFL scores of 500–549 are also eligible for unconditional admission to Glenville State College once they have completed the summer intensive English program and one semester of ESL.

Applicants who submit official TOEFL scores of 499 and below are eligible for conditional admission to Glenville State College and must complete a summer intensive English program as well as a minimum of one semester of English as a Second Language (ESL).

2.9. Early Entrance Students. Outstanding high school juniors and seniors may be admitted as “high school early admissions students” either for the regular academic year or summer session. Students may qualify on the basis of the following criteria and must attend class on the GSC campus:

2.9.1. Must meet all of the Higher Education Policy Commission's Freshman Assessment and Placement Standards for an incoming freshman.

2.9.2. Must have a high school grade point average of 3.0 or better, as certified by the designated high school official.

2.9.3. Must be recommended by the high school principal.

2.9.4. Must submit an application for admission and current high school transcript.

Official college credit will be given after the Registrar's Office has been officially notified that the student has graduated from high school. The college **must** be supplied with a final high school transcript.

2.10. It should be noted that the basic standards contained in this section are based upon current levels of funding. Should financial resources be limited, it may be necessary to establish additional standards and/or accept only those qualified students applying by a specified date.

### **28.3. Institutional Admissions Procedures**

3.1. High school transcripts are required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program and who has graduated from high school within five years. Such transcripts shall be on file with the institution prior to the end of the first semester of the student's attendance.

3.2. Students who desire to enroll on a degree-seeking basis at Glenville State College who do not meet the GED requirements or have a high school diploma and an overall grade point average of at least 2.0 must submit ACT or SAT scores prior to admission.

3.3. In accordance with Section 2.3 students who substitute SAT scores for ACT scores will not be required to take the ACT at a later time.

3.4. Degree-seeking state college students at Glenville State College who do meet the GED or high school grade point average requirements must submit ACT or SAT scores prior to their second semester of enrollment.

3.5. All students who have graduated from high school or completed GED requirements more than five years prior to seeking admission to Glenville State College do not have to submit ACT or SAT scores. However, they will be tested to determine whether or not they need specific developmental coursework prior to college-level work.

3.6. Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.

3.7. In addition to the above, Glenville State College may use, but shall not be limited to the use of, the following information in determining admission to the institution and/or its programs:

3.7.1. Records of traditional academic performance relative to the specific educational program to which the student seeks entry.

3.7.2. Record of nontraditional learning experiences.

3.7.3. Standardized examinations relative to the requirements of the program to

which the student seeks entry.

3.7.4. College equivalency examinations such as the College Level Examination Program (CLEP) and the Proficiency Examination Program (PEP); also, special preparatory programs such as the Advanced Placement Program of the College Entrance Examination Board Program and the International Baccalaureate Diploma Programme.

3.7.5. Recommendations and reports of interviews.

3.8. Glenville State College requires that a record of measles immunization (if born after January 1957) be submitted at the time of initial enrollment.

#### **28.4. Institutional Admissions Policies**

4.1. Glenville State College admissions policies shall be published and implemented, including the general admissions requirements of the institution as well as additional requirements for entry into specific programs.

4.2. While it is not the policy of the Glenville State College Board of Governors to exclude nonresidents from Glenville State College or its programs, preference shall be given to qualified West Virginia residents (as defined by Series 25 of the Higher Education Policy Commission) in cases where enrollments must be limited.

4.3. All institutional admissions policies shall be submitted to the Higher Education Policy Commission for evaluation in terms of their compatibility with stated commission policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the Commission prior to their actual implementation at the institutional level.

4.4. All institutional admissions policies shall be consistent with existing Commission policies and applicable State and Federal regulations regarding nondiscrimination.

4.5. Subject to Commission approval, Glenville State College may establish admission standards more rigorous than those established by this policy for basic admission to the institution and/or for admission into specific programs.

#### **28.5. Implementation Date**

5.1. The successful completion of high school unit requirements listed in Section 2.3.3 and related exemptions outlined in Section 2 shall be effective no later than the fall of 2008 unless modified by recommendation of the Higher Education Policy Commission or the Glenville State College Board of Governors.

Approvals:

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President

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Date

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Chair of the Board

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Date