

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4000**

SUBJECT: Basic Guidelines and Standards for Admissions

REFERENCE: West Virginia Code §§ 18B-1-1A; 18B-2B-6; 18B-3C-2;
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for Offering Early Enrollment Courses for High School Students*;
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 23, *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*

ORIGINATION: August 16, 2011

EFFECTIVE: July 1, 2012

REVIEWED: March 6, 2012

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish basic guidelines and standards for admissions at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all citizens seeking admission into Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Regular Students (Degree Seeking Students) - Individuals with a high school diploma or GED who are seeking a certificate and/or associate degree.
- 3.2 Re-entry Students - Students who interrupt their studies by failing to register and attend classes during a fall or spring trimester and wish to re-enter the College.
- 3.3 Non-degree Seeking Students - Students who take credit courses for personal enrichment, job improvement, or other reasons and are not seeking a degree or certificate.
- 3.4 Transfer Students - Students who have attended other accredited post-secondary institutions and enter and enroll at Southern.
- 3.5 Transient Students - Students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern.
- 3.6 Early Entry High School Students - Students still enrolled in high school who may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
- 3.7 Conditional Admission Students - Persons eighteen years of age or older who do not have a high school

diploma or GED, may be admitted and enroll in classes on a conditional basis. Their progress and credit hours earned shall be regularly evaluated.

- 3.8 Home School Students - For purposes of admission to Southern, home school students with appropriate documentation (GED scores) will be admitted as degree seeking students.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests.
- 4.2 Admission to Southern is open to persons age eighteen and older. This policy provides specific information related to admission requirements for the various classification of students.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

SECTION 6. GENERAL PROVISIONS

- 6.1 Those who possess a high school diploma or General Educational Development (GED) equivalency may enroll as certificate degree or associate degree-seeking students.
- 6.2 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.3 Early admission standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students.
- 6.4 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges, but any student seeking academic credit, a certificate, and/or an associate degree must submit GED scores or high school transcripts and/or previous college transcripts.
- 6.5 Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require copies of high school transcripts, GED scores and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.
- 6.6 Official transcripts must be provided, if a student has earned credits at another institution.
- 6.7 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must comply with the general admission requirements as well as those of the specific program.
- 6.8 State law provides that any male person who has attained the age of eighteen (18) years of age may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act (50 U. S. Code, Appendix §451, et seq. and the amendments thereto).
- 6.9 A male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary

higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Re-entry students are required to submit a re-admissions application.
 - 7.1.1 Re-entry students are required to re-submit transcripts if he/she has earned additional credits at another institution.
- 7.2 Non-degree seeking students must submit a completed application form for admission.
 - 7.2.1 An official academic transcript from any college attended can be articulated for the purpose of meeting course prerequisite requirements.
 - 7.2.2 If non-degree seeking student wants to change their status to regular degree seeking and have attended another college, then they must present an official transcript of all previous college work to the Records Office.
- 7.3 Transfer Students may transfer to Southern from other accredited post-secondary institutions and must complete an application for admission.
 - 7.3.1 The transfer student must submit a completed application for admission.
 - 7.3.1.1 Transfer students must present an official transcript of all previous college work to the Records Office.
 - 7.3.2 An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each.
 - 7.3.3 Students who transfer and apply transfer credit toward an associate degree must complete fifteen of the last twenty-three (23) hours of the associate degree program at Southern.
 - 7.3.4 Students who transfer and apply transfer credit toward a certificate program must complete a minimum of one-third of the total hours required in the certificate program at Southern.
 - 7.3.5 A student who is receiving federal financial assistance and fails to acknowledge attendance at any college or university in which he/she has been registered may be subject to disciplinary action.
- 7.4 Transient Students may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing.
 - 7.4.1 The completed transient form must be submitted to the Records Office.
 - 7.4.2 If the student is receiving financial aid he/she must have a consortium agreement signed by both the home institution and Southern's financial assistance office.
- 7.5 Early Entry High School Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
 - 7.5.1 Early Entry students must complete Southern's Early Entry Application with consent form signed

by the high school principal or counselor and parent or legal guardian.

7.5.2 The student must have a 3.0 (B) grade point average unless he/she is participating in a special project such as the College Transitions Initiative.

7.5.3 High school students may enroll for no more than seven (7) credit hours per trimester.

7.5.4 Early Entry students must meet course prerequisites before registering.

7.5.5 Exceptions to the minimum requirements requires the authorization by the appropriate Academic Dean or his/her designee for any high school students with less than a 3.0 (B) grade point average or seeking to enroll for more than seven credit hours per trimester.

7.6 Conditionally admitted students must complete all required transitional courses and pass the GED before being admitted as a regular degree-seeking student.

7.6.1 A maximum of twelve (12) credit hours may be taken as a conditionally admitted student.

7.6.2 Conditionally admitted students are not eligible to receive any federal or state financial assistance.

7.7 Home schooled students applying for admission as a regular (degree seeking) student must provide the results of any assessments, such as GED score, and other required documentation.

7.8 Southern is not certified to admit or enroll international students under the rules of Immigration and Customs Enforcement within the U.S. Department of Homeland Security.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: August 16, 201 – Policy originated.

March 7, 2012 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes with regard to ability to benefit. Other changes were made to clarify other admission requirements.