

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. 21

TITLE: STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes standards and procedures for undergraduate institutional admissions policies.
- 1.2 Repeal of Former Rule - State Repeals and replaces Series 44 which had an effective date of February 28, 2000.
- 1.3 Replaces Title 133, Procedural Rule, Series 44
- 1.4 Effective Date: July 1, 2003
- 1.5 Only those portions of this state-level policy that relate to Community College admissions procedures will apply to New River.
- 1.6 BSC BOG approval: December 16, 2004
- 1.7 New River BOG accepted: March 1, 2005

SECTION 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, New River Community and Technical College admissions policies shall incorporate the following basic standards.
- 2.2 Community Colleges and Community College Divisions at Four- (4) Year Institutions. Regular admission to New River Community and Technical 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 not ensure the entry of applicants into specific programs.

2.3 Transfer Students. Students seeking transfer admission to New River Community and Technical College, ordinarily, must be academically eligible to return to the institution from which they wish to transfer; however, an application for transfer admission may be evaluated individually if requested by the applicant. Such applications may be approved on a provisional basis by the Dean of Student Services or designee. Students seeking transfer admission or readmission to the college must meet the institution's basic admission standards. Students attending the community college division who are seeking to transfer into a four-4 year program must meet the regular institutional criteria for transfer admission.

2.3.1 Students under disciplinary sanction at a college or university at time of the application for transfer admission are also subject to other applicable rules of new River Community and Technical College.

2.4 Non-Degree Students. New River Community and Technical 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.

2.5 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.

SECTION 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 at New River Community and Technical College and 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, SAT or COMPASS scores prior to admission.
- 3.3 In accordance with Section 3.3, students who substitute SAT scores for ACT scores will not be required to take the ACT at a later time.
 - 3.4 Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.
 - 3.5 In addition to the above, the college may use, but shall not be limited to the use of, the following information in determining admission to the institution and/or institutional programs:
 - 3.5.1 Records of traditional academic performance relative to the specific educational program to which the student seeks entry.
 - 3.5.2 Record of nontraditional learning experiences.
 - 3.5.3 Standardized examinations relative to the requirements of the program to which the student seeks entry.
 - 3.5.4 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.
 - 3.5.5 Recommendations and reports of interviews.
 - 3.6 Health records may be required after admission into the institution. Immunization records are to be submitted at the time of initial enrollment.

SECTION 4. INSTITUTIONAL ADMISSIONS POLICIES

- 4.1 Institutional admissions policies shall be comprehensive and stated in specific terms and shall include 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 board to exclude nonresidents from state institutions or their programs, preference shall be given to qualified West Virginia residents (as defined by Series 34) in cases where enrollments must be limited.
- 4.3 All institutional admissions policies shall be submitted to the New River Community and Technical College Board of Governors for evaluation in terms of

their compatibility with stated board policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the New River Community and Technical College Board of Governors prior to their actual implementation.

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