

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. BP-3.4

**TITLE:                   STANDARDS AND REQUIREMENTS FOR ADMISSION**

**SECTION 1.           GENERAL**

- 1.1    Scope                                    This policy applies to admission of all students in credit course and programs at Eastern West Virginia Community & Technical College.
- 1.2    Authority                                Code of Federal Regulations, 8CFR§214.2 (f)  
West Virginia Code §18B-1-1A; 18B-1-4  
Title 133, Procedural Rule, West Virginia Higher Education Policy Commission, Series 23.
- 1.3    Effective Date                         October 31, 2002

**SECTION 2.           DEFINITIONS**

- 2.1    Regular Admission: Admission of a student who has graduated from high school or completed the General Educational Development (GED) requirements.
- 2.2    Conditional Admission: Admission of a student who has not graduated from high school or completed the General Educational Developmental requirements (GED).
- 2.3    General Educational Developmental (GED) requirements: A record of achievement which documents the equivalency of a high school credential.
- 2.4    Early Entrance Student: Any student admitted for college courses while still in high school.
- 2.5    Transfer Student: Any student admitted who has attended another institution of higher education.
- 2.6    Transient Student: Any student previously admitted for courses while attending another College from which the student plans to graduate.
- 2.7    Non-degree Student: Any student admitted who is not seeking and is not eligible to pursue a certificate or degree.

- 2.8 Foreign National: An individual who holds citizenship in a country other than the United States and seeks admission to the College, either as:
1. The exclusive basis for entry into the United States
  2. A transfer student from another United States College with an existing student visa and already residing in the United States
  3. A regular student who has already entered the United States with official status such as a holder of a green card, work, or religious visa.

### **SECTION 3. BASIC ADMISSIONS STANDARDS**

The Board of Governors authorizes admission according to the following basic standards:

- 3.1 Eastern West Virginia Community & Technical College (Eastern) is an open admission college.
- 3.2 Eastern admits as regular students anyone who has graduated from high school or completed GED requirements.
- 3.3 Eastern may admit as conditional students, individuals who may benefit from college level work but who have not graduated from high school or completed GED requirements. Students admitted on a conditional basis will be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue enrollment. Conditional students may take only twelve credit hours and are not eligible to receive financial aid.
- 3.4 Neither regular nor conditional admission will ensure entry into specific programs of study.
- 3.5 Students seeking transfer admission must meet Eastern's regular admission standards.
  - 3.5.1 Students under disciplinary sanction at a West Virginia public college or university at the time of an application for transfer admission are subject to other applicable rules of the Higher Education Policy Commission.
- 3.6 Anyone seeking to enroll for personal or professional development reasons, but is not seeking a certificate or degree, will be admitted as non-degree.
- 3.7 Eastern will admit as a transient student, anyone enrolled as a degree seeking student at another institution of higher education.

## **SECTION 4. SPECIAL ADMISSION STANDARDS**

- 4.1 Eastern will admit as Early Entrance students, high school juniors and seniors who are recommended by high school personnel as capable of performing in college level courses.
- 4.1.2 Students of sophomore status may under special conditions, determined by the college and the High School, be permitted to enroll in specifically designated courses.
- 4.2 Eastern will admit foreign nationals who apply and are eligible for student academic status according to the Code of Federal Regulations 8 CFR § 214.2 (f).

## **SECTION 5. ADMISSIONS REQUIREMENTS**

- 5.1 All degree seeking freshman students who have graduated from High School within the last five years must submit the following:
- Application for Admission
  - High School Transcripts
  - Health records as required by specific programs of study
  - Immunization records in accordance with Eastern Policy on immunization, BP-3.5.
- 5.2 All other degree seeking freshmen must submit the following:
- Application for Admission
  - Health records as required by specific programs of study
  - Immunization records in accordance with the Eastern Policy on immunization, BP-3.5.
- 5.3 All transfer students must submit the following:
- Application for Admission
  - Transcripts from all institutions of Higher Education previously attended
  - Student in good standing letter from any WV college attended
  - Health records as required by specific programs of study
  - Immunization records in accordance with the Eastern Policy on immunization, BP-3.5.
- 5.4 All foreign nationals must submit the following:
- Application for Admission
  - Evidence of completion of a High School level education
  - Transcripts from any other colleges attended
  - TOEFL score of 550
  - An affidavit of support
  - Deposit of one year of tuition, at the out of state rate

- 5.5 All early entrance students must submit the following:
- Non-degree objective Application for Admission
  - Early entrance course authorization and responsibility form
- 5.6 All transient students must submit the following:
- Application for Admission for non-degree objective students
  - Transient letter form from home College
- 5.7 All non-degree objective students must submit the following:
- Application for Admission for non-degree objective students
- 5.8 Students who want to change status to degree seeking must complete the appropriate paper work to change their classification and complete degree seeking admission requirements.

## **SECTION 6. STATEMENT OF NON-DISCRIMINATION**

Eastern WV Community & Technical College does not discriminate against admission applicants or students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin.

**DISCLAIMER: At the time this policy was written, the magnitude of changes imposed by the United States government regarding the entry of foreign nationals as students was unforeseen. Eastern is not currently certified by the United States Bureau of Citizenship and Immigration Services [formally Immigration and Naturalization Services (INS)] to issue Student and Exchange Visitor Information System (SEVIS) I-20 forms to support the entry of foreign nationals as F-1, M-1, or J-1 students or exchange visitors for educational or any other purpose.**

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**BOARD OF GOVERNORS, CHAIR**

July 17, 2003

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**DATE**