

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

TITLE: STANDARD AND REQUIREMENTS FOR ADMISSION

SECTION 1. GENERAL

- 1.1 Scope** This policy applies to admission of all students in credit courses 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-IA; 18B-1-4 Title 133, Procedural Rule, West Virginia Higher Education Policy Commission, Series 23.
- 1.3 Effective Date** October 31, 2002; Amended July 17, 2003; Reviewed January 18, 2017; Reviewed January 19, 2022; April 19, 2023; August 20, 2025

SECTION 2. DEFINITIONS

- 2.1 Regular Admission:** Admission of a student who has graduated from high school or completed the General Educational Development (GED) or Test Assessing Secondary Completion (TASC) requirements.
- 2.2 Conditional Admission:** Admission of a student who has not graduated from high school or completed the General Educational Development requirements (GED) or Test Assessing Secondary Completion (TASC).
- 2.3 General Education Development (GED) or Test Assessing Secondary Completion (TASC/HiSET (High School Equivalency Test) 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 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 regular visa.

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SECTION 3. BASIC ADMISSION 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/TASC/HiSET 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/TASC/HiSET requirements. Students admitted on a conditional basis are evaluated at the conclusion of each semester or 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 of 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 and not seeking a certificate or degree will be admitted as a non-degree student.
- 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 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 as determined by the college and 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

***Checking the Validity of High School Diplomas**

If there is a question regarding the validity of a student's high school diploma or Eastern believes the high school diploma is invalid, Eastern will check with the appropriate state agency in the state in which the high school is located to determine if a diploma issued from that school is recognized by that state as a high school diploma.

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- 5.1** All degree seeking freshman students who have graduated from the high school 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 transfer students must submit the following:
- Application for Admission
 - High School Transcript
 - Official transcripts from all institutions of Higher Education previously attended
 - Health records as required by specific programs of study
 - Immunization records in accordance with Eastern Policy on Immunization, BP-3.5
- 5.3** 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
 - An affidavit of support
- 5.4** All early entrance students must submit the following:
- Admissions application and registration form
 - Early entrance course authorization and responsibility form
- 5.5** All transient students must submit the following:
- Application for Admission for non-degree objective students
 - Transient letter form from home College
 - Consortium Agreement, if applicable
 - Unofficial transcripts, if applicable
 - Placement scores, if applicable
- 5.6** All non-degree objective students must submit the following:
- Admissions application and registration form
- 5.7** All workforce education students must submit the following:
- Application for Admissions
 - If a student is planning to use STATE FUNDS (WF HEAPS); evidence of completion of a High School level education
 - If applicable, college transcripts
- 5.8** Students who want to change status to degree seeking must complete the appropriate paperwork to change their classification and complete degree seeking admission requirements.

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SECTION 6. GUIDELINES FOR MULTIPLE ASSESSMENT MEASURES

6.1 New Students/Transfer/Transient

Students will have either a high school diploma or a GED. If they have an ACT or SAT score that places them into college-level math and/or English, look no further. Otherwise, continue down the list.

6.1.2 Use of multiple measures for admission and placement into college-level math and English:

- ACT or SAT scores (dated within 5 years from the date of Application for Admission)
- High school cumulative GPA of 2.8 or higher on an unweighted 4.0 scale with a successful completion of previous English for placement into college-level English (within 5 years).
- High school cumulative GPA of 2.8 or higher on an unweighted 4.0 scale with successful completion of previous math for placement into college-level Math (within 5 years).
- Successful completion of an appropriate developmental course in mathematics or English at another regionally accredited college or university.
- If none of these options allow a student to take college-level English or math, the student may take an Accuplacer test

6.2 Dual Credit

High school students who wish to enroll in college-level math or English must meet one of the criteria below. If they have an ACT or SAT score that places them into college level math and/or English, look no further. Otherwise, continue down the list.

6.2.1 Use of multiple measures to enroll in dual credit courses:

- ACT, SAT, or PSAT scores (same as required for SAT)
- High school cumulative GPA of 3.0 or higher on an unweighted 4.0 scale with successful completion of previous English courses for placement into college-level English.
- High school cumulative GPA of 3.0 or higher on an unweighted 4.0 scale with successful completion of previous math courses for placement into college-level Math.
- If none of these options allow a student to take college-level English or math, the student may take an Accuplacer test.

SECTION 7. STATEMENT OF NON-DISCRIMINATION

Equal Opportunity, Non-Discrimination, and Affirmative Action the Eastern West Virginia Community & Technical College Board of Governors (Board) is committed to equal opportunity and non-discrimination for all employees, students, prospective students, and applicants for employment. This commitment applies

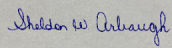
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to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or any other basis which is proscribed by law, in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities. The Board concurs with the American Association of Community Colleges (AACC) that such a commitment to equal opportunity and nondiscrimination “ensures and recommits to open door access; the cornerstone of the Community College Mission. This fundamental commitment is critical to our democracy’s cherished principle of equal opportunity for every individual and to the social and economic vitality of the nation.” The College will take affirmative action measures to ensure the continued entry of qualified minorities, women, veterans and the disabled, as defined by law, into the staff and student bodies. Infractions should be reported to the Human Resources Administrator. Individuals with Disability Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education. These students must contact the Student Services Specialist if services are desired.

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 United State Bureau of Citizenship and Immigration Services (formally Immigration and Naturalization services (INS)) to issue Student and Exchange Visitor Information System (SEVIS) 1-20 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.



08/20/2025

Board of Governors Chair

Date

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