

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO: AC-204**

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 Authority: West Virginia Code §18B-1-1A; 18B-1-4
- 1.3 Repeal of Former Rule - State Repeals and replaces Series 23 which had an effective date of June 1, 2007.
- 1.4 Filing Date: December 16, 2013
- 1.5 Effective Date: March 8, 2013, December 12, 2013

SECTION 2. 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, Bluefield State College admissions policies shall incorporate the following basic standards.
- 2.2 Associate's Degree Program admission to Bluefield State College is open to any person who has a high school diploma or meets General Educational Development (GED) requirements and overall grade point average (GPA) of 2.00. 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 Bachelor's Degree Program admission to Bluefield State College is open to any person who meets the General Educational Development (GED) requirements or has a high school diploma, overall grade-point average (GPA) of at least 2.0 and a composite score of at least 18 on the ACT, or a 3.0 GPA may be admitted on a regular admission basis. Students will normally be expected to sit for the ACT. However, in instances where students have taken the Scholastic Aptitude Test (SAT), 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. These students will not be required to take the ACT at a later time.

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.

2.3.2 In addition to GPA and ACT requirements, students must successfully complete the following minimum academic core unit requirements prior to admission:

Required Units (Years)

- 4 English (including English 12CR and courses in grammar, composition, literature)
- 3 Social Studies (including U.S. History)
- 4 Mathematics* (three units must be Algebra I and higher or Math I or higher; Transitional Math for seniors will also be accepted)
- 3 Science* (all course to be college preparatory laboratory science, preferably including units from biology, chemistry, and physics)
- 1 Arts
- 2 Foreign Language (two units of the same foreign language, sign language is also acceptable)

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 typing/keyboarding.

2.4 Transfer Students. Students seeking transfer admission to Bluefield State College must be academically eligible to return to the institution from which they wish to transfer. Students seeking transfer admission or readmission to the college must meet the institution's basic admission standards: a completed application for admission, high school transcripts (if transferring fewer than 26 hours), official transcripts from all colleges attended, copy of ACT, SAT or COMPASS test scores, record of measles, rubella immunization, students with more than 32 hours credit must have an overall 2.0 GPA on all coursework.

2.4.1 Students under disciplinary sanction at a college or university at the time of the application for transfer admission are also subject to other applicable rules of Bluefield State College.

2.5 Home-Instructed/Home –Schooled students who provide appropriate ACT composite scores as outlined above and meet institutional requirements may be admitted on a regular basis

2.6 All students who have graduated from high school with a GPA of 2.00 or higher or completed GED requirements more than five years prior to seeking admission to Bluefield State College may have the requirement for ACT or SAT scores exempted.

- 2.7 Non-Degree Students. Bluefield 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.
- 2.8 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 INTERNATIONAL STUDENTS

- 3.1 International students are required to abide by the same freshman and/or transfer admission requirements as previously stated in this policy.
- 3.2 International students are not required to present ACT or SAT scores for admission purposes.
- 3.3 International students must submit proof of successful completion of an ESL program or a TOEFL score of 500 or better, Computer TOEFL score of 173 or better, Internet TOEFL score of 64 or better, or IEL test band score of 6.0 or better.

SECTION 4. INSTITUTIONAL ADMISSIONS PROCEDURES

- 4.1 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.
- 4.2 Students who desire to enroll at Bluefield State 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.
- 4.3 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.
- 4.4 Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.
- 4.5 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:

- 4.5.1 Records of traditional academic performance relative to the specific educational program to which the student seeks entry.
 - 4.5.2 Record of nontraditional learning experiences.
 - 4.5.3 Standardized examinations relative to the requirements of the program to which the student seeks entry.
 - 4.5.4 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.
 - 4.5.5 Recommendations and reports of interviews.
- 4.6 Health records may be required after admission into the institution. Immunization records are to be submitted at the time of initial enrollment.

SECTION 5. INSTITUTIONAL ADMISSIONS POLICIES

- 5.1 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.
- 5.2 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.
- 5.3 All institutional admissions policies shall be submitted to the Bluefield State 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 Bluefield State College Board of Governors prior to their actual implementation.
- 5.4 All institutional admissions policies shall be consistent with applicable State and Federal regulations regarding nondiscrimination.