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SAA-4000
C#1-2024
Exp: Pending Policy Approval

SOUTHERN ADMINISTRATIVE ANNOUNCEMENT (SAA)

TO: All College Employees

FROM: Pamela L. Alderman
President

A handwritten signature in blue ink that reads 'Dr. Pamela L. Alderman'.

DATE: August 12, 2024

SUBJECT: Basic Guidelines and Standards for Admissions

REFERENCE: West Virginia Code § 18B-2A-4, *Powers and duties of governing boards generally*; 135 C.S.R. 19, *Dual Enrollment Pilot Program*, and 135 C.S.R 23, *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*

As permitted by Southern College Policy (SCP) 1000, Section 5.1.1, and in compliance with West Virginia Code 18B-1-6, the following administrative announcement regarding “*Basic Guidelines and Standards for Admissions*” is effective August 12, 2024, and shall serve as interim institutional policy until such time that a college policy regarding this subject shall be developed, sent out for a 30-day comment period, and formally adopted by the institution.

This Southern Administrative Announcement is being distributed with the proposed policy, SCP-4000, *Basic Guidelines and Standards for Admissions*.

Background: The changes to the new Free Application for Federal Student Aid (FAFSA) this past year have caused problems with cyber threats. Therefore, immediate revisions to policy are necessary in order to combat “actors” attempting to defraud the Federal Financial Aid Program. The policy will require an evaluation and validation of proper identifying documentation.

Attachment: Proposed SCP-4000, *Basic Guidelines and Standards for Admissions*

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

SUBJECT: Basic Guidelines and Standards for Admissions

REFERENCE: West Virginia Code § 18B-2A-4; 135 C.S.R. 19, *Dual Enrollment Pilot Program*, and 135 C.S.R. 23, *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*

ORIGINATION: August 16, 2011

EFFECTIVE: November 30, 2017

REVIEWED: August 12, 2024

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 appropriate high school assessment, such as a General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), 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 term 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 postsecondary institutions.

3.5 Transient Students - Students who are officially enrolled and in good academic standing at other postsecondary institutions and want to enroll for courses at Southern.

3.6 Dual Enrollment 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 18 years of age or older who do not have a high school diploma or appropriate high school assessment, such as a General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), who are admitted and enrolled in classes on a conditional basis. The College shall regularly evaluate such students' progress and credit hours earned.

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 able to benefit from study at the community college level, including students participating in the Dual Enrollment Pilot Program. This policy provides specific information related to admission requirements for the various classifications of students.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Admission to Southern does not imply eligibility for, or guarantee admission to, any specific program of study for which more stringent admission requirements are established.

SECTION 6. GENERAL PROVISIONS

- 6.1 High school graduates with proper documentation or those with an appropriate high school equivalency assessment, such as GED or TASC, may enroll as certificate degree or associate degree-seeking students.
 - 6.1.1 Proper documentation may include, but is not limited to, one of the following:
 - 6.1.1.1 Current state-issued driver’s license
 - 6.1.1.2 State-issued identification card
 - 6.1.1.3 Current passport
- 6.2 Other persons may enroll as certificate degree or associate degree-seeking students on an ability-to-benefit basis, but the College shall regularly evaluate such students to determine whether their performance indicates an ability to continue their studies.
- 6.3 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.4 High school students participating in the Dual Enrollment Pilot Program are subject to the admissions requirements of the West Virginia Council for Community and Technical College Education’s rule entitled *Dual Enrollment Pilot Program*, 135 C.S.R. 19.
- 6.5 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 the appropriate high school equivalency assessment, such as GED or TASC scores, or high school transcripts and/or previous college transcripts.
- 6.6 In order to participate in certain federal, State, and/or institutional financial aid programs or to be admitted into specific academic programs, students shall provide copies of high school transcripts, GED scores, and/or prior college work. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.
- 6.7 Transfer students shall provide official transcripts from all previous institutions of higher education.
- 6.8 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must meet the general admission requirements as well as those of the specific program.

- 6.9 State law provides that a person may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act, 50 U.S.C. Appendix § 451, et seq. and the amendments thereto. *See*, W. Va. Code § 15-1F-10(a).
- 6.10 Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in discrimination investigations. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to Affirmative Action Officer, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304- 896-7408; Title IX Coordinator, Mr. Darrell Taylor, Chief Student Services Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7432; or Section 504 Coordinator, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792- 7054 may be used to communicate with any office or employee of the College.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The Registrar's Office representative is responsible for evaluating the validity of high school diplomas should there be reason to believe the diploma is not valid.
- 7.1.1 The representative may check with the high school to confirm the validity of the student's diploma.
- 7.1.2 The representative may confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
- 7.1.3 Diplomas from unaccredited high schools may be accepted as valid if the Department of Education of the state in which the high school is located has jurisdiction over the high school and confirms validity.
- 7.1.4 Re-entry students are required to resubmit an admissions application and an official transcript if they earned additional credits at another institution.
- 7.1.5 The Director of Admissions or designee shall be responsible for evaluating the validity of proper documentation, i.e., state-issued driver's license, state-issued identification, or passport.

- 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 students want 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 postsecondary institutions and must complete an application for admission.
 - 7.3.1 The transfer student must submit a completed application for admission and an official transcript of all previous college work to the Records Office.
 - 7.3.2 The College will evaluate each transcript, and the Registrar will notify students of those courses transferable and the amount of credit granted/recognized for each.
 - 7.3.3 Students who receive federal financial assistance and fail to acknowledge attendance at any college or university in which they have 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. Students must submit the completed transient form to the Records Office. Students receiving financial aid must have a consortium agreement signed by both the home institution and Southern's financial assistance office.
- 7.5 Dual Enrollment Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
 - 7.5.1 Dual enrollment students must complete Southern's Early Entry Application with a consent form signed by the high school principal or counselor and parent or legal guardian.
 - 7.5.2 High school students of junior and senior status may enroll for no more than seven credit hours per term. Any exception must be approved by the Vice President for Academic Affairs or their designee.
 - 7.5.3 Dual enrollment students must meet course prerequisites before registering.
 - 7.5.4 Vice President for Academic Affairs or their designee may make exceptions 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 term.
- 7.6 Conditionally admitted students must pass the appropriate high school equivalency assessment, such as GED or TASC, before being admitted as a regular degree-seeking students.
 - 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 generally not eligible to receive any federal or State financial assistance. However, students admitted on an ability-to-benefit basis may be eligible to participate in Title IV federal financial aid programs.
- 7.7 Southern is not certified to admit or enroll international students.

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

Chair, Board of Governors

President

Date

Attachments: None

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

Revision Notes: August 16, 2011 – Policy originated.

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

August 22, 2016 - Due to changes in federal financial assistance guidelines, the policy was revised to address the changes in regard to the ability to benefit. Other changes were made to clarify other admission requirements.

June 28, 2017 – A recommendation to change the grade point average (GPA) from 3.0 to 2.5 for Early Entry High School Students was made at the March 15, 2017, dual credit meeting and brought to the Management Council of Academic Affairs and Student Services for discussion at its March 22, 2017 meeting. A poll of other in-state institutions’ GPA requirements for dual credit (early entry high school) students was conducted, which found that Southern’s current 3.0 GPA was the highest among those who responded. As a result, a recommendation was made to adjust Southern’s GPA from 3.0 to 2.5.

December 2, 2021— Basic changes to provide clarity.

February 9, 2024 – New Section 6.10 added to make policy in compliance with the Office of Civil Rights to include a non-discrimination statement. Minor changes to provide clarity.

August 12, 2024 – Changes necessary in Section 6.1 and new 7.1.5 to combat the “actors” attempting to defraud the Financial Aid program.