GLENVILLE STATE UNIVERSITY POLICIES

ACADEMIC POLICY 28

STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

28.1. General

1.1. Scope – Policy regarding standards and procedures for undergraduate admissions.

1.2. Authority - W. Va. Code §§ 18B-1-4(a); WV Higher Education Policy Commission Series 23 – effective August 31, 2024.

1.3. Effective Date – ~~May 7, 2025~~

1.4. Revision of Former Policy - Repeals and replaces Glenville State University Policy 28 – Standards and Procedures for Undergraduate Admissions [2006][2020][2025].

28.2. 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, the institutional admissions policies of Glenville State University shall incorporate the following basic standards.

Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether University-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

2.1.1. Associate Degree Programs at Glenville State University. Regular admission to associate-degree programs at Glenville State University is open to students who

2.1.1.1. have earned a high school diploma recognized by a state's department of education and either a minimum 2.0 high school grade-point average (GPA) OR an ACT composite score of at least 18 or SAT composite score of at least 960, or,

2.1.1.2. meet high school equivalency exam requirements or have an ACT composite score of at least 18 or SAT composite score of at least 960.

2.1.2. Bachelor's Degree Programs at Glenville State University. Regular admission to bachelor's-degree programs at Glenville State University is open to students

who

2.1.2.1. have earned a high school diploma recognized by a state's department of education, a minimum 2.0 high school grade-point average (GPA), and an ACT composite score of at least 18; or SAT composite score of at least 960;

2.1.2.2. meet high school equivalency exam requirements and have an ACT composite ofat least 18; or SAT composite of at least 960; or

2.1.2.3. have a high school diploma and a minimum high school GPA of 2.5.

2.2. 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 of the Higher Education Policy Commission. These students will not be required to take the ACT at a later time.

Because students' writing ability is an important indicator of success in University and may be used as a determinant in freshman placement in English composition courses, students are encouraged to complete the writing portion of the ACT and to submit those scores for purposes of undergraduate admission.

Students identified as in need of remedial education in mathematics or English will be enrolled in the necessary co-requisite courses or other entry-level college courses with supplementary academic support in the first year of enrollment.

2.3. Conditional admission may be granted by the Vice President of Enrollment and Student Affairs in instances where GPA or ACT standards for regular admission are not met and institutional officials have evidence that the student has the potential to successfully complete University-level work.

Students who do not meet the GPA or ACT standards, but who demonstrate the potential to complete an undergraduate program may be admitted conditionally with the following stipulations:

2.3.1. Student must complete the provisions of their conditional admission within the first three semesters of enrollment.

2.3.2. Conditionally admitted students must achieve a minimum of a 2.00 GPA in at least twelve graded hours.

When all admission standards have been met, conditional status will be removed and the

student will become a regular admission student.

2.4. Glenville State University has the discretionary authority to waive the University preparatory curricular requirements for regular admission.

2.4.1. Students admitted with a waiver under the provisions of this section must satisfy any of the curricular deficiencies through the successful completion of commensurate University coursework. Each student receiving a waiver under this provision must complete any commensurate coursework prior to degree completion.

2.4.2. Applicants for admission who have been out of high school for more than five years or who meet institutionally-established GED or HiSET requirements may be exempted from the specified high school curricular requirements.

2.5. Transfer Students. Students seeking transfer admission to Glenville State University must be academically and otherwise be eligible to return to the institution from which they wish to transfer and must meet the basic admission standards. Students who meet this requirement may be admitted, without conditions, upon the submission of an application for admission and an official transcript from ALL previous Universities attended. Official transcript(s) shall be submitted no later than the first day of the semester for which the student is applying. Students who fail to submit the required official transcript(s) shall not be admitted to Glenville State University.

2.5.1. Students seeking admission as transfer students who have earned fewer than 24 hours of University work must also submit a high school transcript and ACT/SAT scores, as well as an official transcript from all previous universities attended. All high school and university official transcript(s) shall be submitted no later than the first day of the semester for which the student is applying. Students who fail to submit the required official transcript(s) shall not be admitted to Glenville State University.

If the student does not have at least one of the following criteria:

2.5.1.1. 2.0 average on their high school work,

2.5.1.2. ACT composite of 18 or above,

2.5.1.3. A combined verbal/math SAT score of at least 820.

The student then must remediate all deficiencies before transferring into a Bachelor's degree program.

2.5.2. Students who transfer to Glenville State University from another university must have an overall GPA of at least 2.0 and a GPA of at least 2.0 on all course

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work completed at Glenville State University as one of the criteria for graduation.

2.5.3. Students under disciplinary sanction at a West Virginia public college or university at the time of the application for transfer admission are also subject to other applicable rules of the University which may affect their admission to the University.

2.6. Non-Degree Students. Glenville State University 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.

Non-degree seeking students may enroll in those courses for which they are qualified. If a non-degree seeking student would later choose to pursue a degree program, that student must submit all required documents (test scores, transcripts, etc.) to be admitted as a degree candidate.

The non-degree seeking students shall be allowed to enroll in no more than seven (7) hours per semester. Non-degree seeking students will be responsible for paying the tuition and fees and are not eligible for federal financial aid.

2.7. Home Schooled Students. Copies of the applicant's home school transcript, ACT and/or SAT scores must be sent directly to the Office of Admissions.

2.8. Option Pathway Students. Students applying for admission who have not graduated from a regionally accredited high school are required to submit documentation of having earned a score of 410 or higher on each area of the General Education Development test and a 2250 total standard score, thus qualifying for the State of West Virginia's high school equivalency certificate or diploma.

Additionally, at Glenville State University a student must submit documentation of having earned a minimum score of 500 on at least three parts of the GED or submit documentation of having earned a score of 8 or higher on all subtests and a score of 2 or higher on the essay with a combined score of at least 45 on the HiSET exam.

2.9. International Students. Glenville State University is committed to promoting international understanding and, toward that end,particularly welcomes qualified international students. All international candidates applying for admission must complete and submit all of the following:

2.9.1. Application for admission

2.9.2. Copy of passport

2.9.3. One year's worth of certified bank statements demonstrating

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sufficient funds to cover all costs associated with the first year of the degree program and/or documentation of financial support by a sponsor.

International students are not required to present ACT or SAT scores for admission purposes. All international applicants must take the international, standardized version of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Exceptions for English-speaking students will be made on a case-by-case basis. Applicants must submit official TOEFL test scores of 517 or higher (paper test) or 66 (internet-based test) or IELTS Band of 6.0 or higher to be eligible for full admission to Glenville State University. With an TOEFL score of 517 or above or an IELTS Band of 6.0 or above, no additional language training is required for unconditional admission.

Applicants who submit official TOEFL scores of 516 and below or IELTS Band of less than 6.0 are eligible for conditional admission to Glenville State University.

For students educated outside of the United States, original or certified copies of all academic records/transcripts are required. Certified documents must be notarized or attested by the education institution, the Ministry of Education of the country, and/or an evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES) or by other designated officials.

International students shall be subject to the same tuition and fee payment requirements, including payment deadlines and approved installment-payment arrangements, as other Glenville State University students, consistent with University Policy 43 and applicable law.

~~International applicants admitted to the program must pay 40% of net tuition and fees (after any awards or scholarships have been applied) in U.S. currency before travel date. All remaining tuition and fees must be paid in full by the first day of classes or the I-20 will be terminated.~~

2.10. Early Entrance Students. Outstanding high school juniors and seniors may be admitted as “high school early admissions students” either for the regular academic year or summer session. Students may qualify on the basis of the following criteria:

2.10.1. Must meet all of the Higher Education Policy Commission’s Freshman Assessment and Placement Standards for an incoming freshman.

2.10.2. Must have a high school grade point average of 2.0 or better, as certified by the designated high school official.

2.10.3. Must be recommended by the high school principal.

2.10.4. Must submit an application for admission and current high school transcript.

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The University **must** be supplied with a final high school transcript.

2.11. 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 studentsapplying by a specified date.

28.3. Institutional Admissions Procedures

3.1. Official high school transcripts or an official High School Equivalency diploma or Commission approved high school equivalency test scores are required to be on file for each incoming freshman who is registered in an undergraduate 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 on a degree-seeking basis at Glenville State University 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 or SAT scores prior to admission.

3.3. In accordance with Section 2.2., students who substitute SAT scores for ACT scoreswill not be required to take the ACT at a later time.

3.4. All students who have graduated from high school or completed GED requirements more than five years prior to seeking admission to Glenville State University do not have to submit ACT or SAT scores.

3.5. Transfer students must supply the institution with official transcripts reflecting all previous University work prior to admission.

3.6. In addition to the above, Glenville State University may use, but shall not be limited to the use of, the following information in determining admission to the institution and/or its programs:

3.6.1. Records of traditional academic performance relative to the specific educational program to which the student seeks entry.

3.6.2. Record of nontraditional learning experiences.

3.6.3. Standardized examinations relative to the requirements of the program to which the student seeks entry.

3.6.4. University equivalency examinations such as the College Level Examination Program (CLEP) and also, special preparatory programs such as the Advanced Placement Program of the College Entrance Examination Board Program and the International Baccalaureate Diploma Program.

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3.6.5. The West Virginia Seal of Biliteracy may count toward six credit hours of a foreign language in the postsecondary setting.

3.6.6. Recommendations and reports of interviews.

3.6.7. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

3.6.8. Admission to Glenville State University under these guidelines is separate from NCAA and Mountain East Conference regulations, and does not guarantee athletic eligibility.

3.7. Glenville State University requires that a record of measles immunization (if born after January 1957) be submitted at the time of initial enrollment.

28.4. Institutional Admissions Policies

4.1. Glenville State University admissions policies shall be published and implemented, including 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 Glenville State University Board of Governors to exclude nonresidents from Glenville State University or its programs, preference shall be given to qualified West Virginia residents (as defined by Series 25 of the Higher Education Policy Commission) in cases where enrollments must be limited.

4.3. All institutional admissions policies shall be submitted to the Higher Education Policy Commission for evaluation in terms of their compatibility with stated commission policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the Commission prior to their actual implementation at the institutional level.

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

4.5. Subject to Commission approval, Glenville State University may establish admission standards more rigorous than those established by this policy for basic admission to the institution and/or for admission into specific programs.

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