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# **ADMISSION REQUIREMENTS**

## **BACHELOR DEGREE PROGRAMS**

To be admitted to any Bachelor's Degree program at Glenville State College, the following minimum admissions criteria must be met as set forth by Series 23 of the West Virginia Higher Education Policy Commission:

For regular admission, high school graduate applicants must have:

- Graduated from an accredited high school with at least a 2.0 average and an ACT composite score of at least 18 or an SAT I score of 870 or an SAT score of 940 (if taken March 2016 or after). A student who graduates with at least a 3.0 high school GPA, regardless of the ACT or SAT I score, will be eligible for regular admission to a bachelor degree program.

Students who want to pursue a Bachelor's Degree program but who do not meet the admissions requirements outlined above may enter a two-year program. Once the student has remediated deficiencies or completed the requirements of an associate degree, the student may be admitted into a Bachelor's Degree program.

Students must be fully admitted as a regular student in an eligible program of study before Financial Aid can be awarded.

### **Conditional Admission of High School Graduates**

Students who do not meet the above admission criteria may be considered on a case-by-case basis for conditional admission to a Bachelor's Degree program. Conditionally admitted students must maintain good academic standing as defined by the institution and must complete the provisions of their conditional admission within the first four semesters of enrollment. When all admission standards have been met, conditional status will be removed and the student will become a regular admission student.

### **Curricular Requirements**

All admitted high school graduates are expected to have completed the course requirements below prior to taking classes at the College.

- a. Four units of English (including English 12 CR and courses in grammar, composition, and literature)
- b. Three units of social studies (including U.S. history)
- c. Four units of mathematics (three units must be Algebra I and higher or Math I or higher; Transitional Math for Seniors will also be accepted.) Courses designed as support courses, such as Math 1 Lab or Math 1 Support, that provide extra instructional time but no additional content shall not be acceptable as meeting the required 4 mathematics course core requirements.

- d. Three units of science (all courses to be college preparatory laboratory science, preferably units from biology, chemistry, and physics)
- e. One unit of arts
- f. Two units of World language (both units must be the same World language) (can be American Sign Language).

Students who have not completed these courses in high school must complete college courses in the deficient area(s) with a passing grade. A final grade of “D” is sufficient to meet deficiency requirements, but may not be sufficient for purposes of course prerequisites or required courses for a specific major, including required general education courses for a specific major. The college coursework must be completed prior to degree completion.

## **ASSOCIATE DEGREE PROGRAMS**

Admission to Associate Degree programs is open to all students who have graduated from high school or hold a State of West Virginia High School Equivalency Diploma.

### **ALL CANDIDATES FOR BACHELOR AND ASSOCIATE DEGREE PROGRAMS MUST SUBMIT:**

1. an application for admission
2. high school transcript or State of West Virginia High School Equivalency Diploma (no foreign language certificate)
3. ACT or SAT I scores\*
4. measles immunization record (if born after January 1957)
5. Selective Service Registration verification\*\*

\*Applicants do not have to submit ACT/SAT I scores if they are five years past their high school graduation date or State of West Virginia High School Equivalency test date. The applicant will be tested on campus to determine course placement.

\*\*State law provides that a male person who has attained the age of eighteen (18) years 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. Code, Appendix §451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at <http://www.sss.gov>.

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### **STATE OF WEST VIRGINIA HIGH SCHOOL EQUIVALENCY DIPLOMA/ HOME-SCHOOLED APPLICANTS**

West Virginia Higher Education Policy, Series 23, requires that students admitted to West Virginia colleges and universities either be graduates of accredited high schools or high schools approved by the State Board of Education in the state where located or they must have earned a State of West Virginia High School Equivalency Diploma. Home schooled students must submit a transcript that includes classes taken, credit hours and grades earned, graduation date and signature of the home school provider (may be submitted in lieu of high school equivalency diploma).

Please note: West Virginia residents who were home-schooled and who are applying for a WV PROMISE or a West Virginia Higher Education Grant must have GED or TASC scores. Further questions regarding this should be directed to the West Virginia Higher Education Policy Commission.

Students applying for admission who have not graduated from a North Central Association (or its equivalent) 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. After January of 2014, the state of West Virginia began to use the TASC (Test Assessing Secondary Completion). Students must score a 500 or better on each of the five subtests to satisfy equivalency and be eligible for admission to a Bachelor's Degree program at Glenville State College.

Applicants will be considered for admission to Glenville State College's bachelor degree program if they attain a standard score of 500 on three of the five parts of the GED or TASC test. If a standard score of 500 is not achieved on three of the five parts of the GED or TASC test, students will be placed in a 2-year degree program. Once the student has successfully remediated any academic deficiency, or completed a 2-year degree program, the student may then transfer into a 4-year baccalaureate degree program.

Copies of the applicant's home school transcript, ACT or SAT I scores and State of West Virginia High School Equivalency Diploma must be sent directly to the Office of Admissions. These applicants will be reviewed on a case-by-case basis.

### **EARLY ENTRANCE ADMISSION**

Outstanding high school juniors and seniors may be admitted as "high school early admissions students." Students may qualify for early admission on the basis of the following criteria:

1. Must have a high school grade point average of 3.0 or better, as certified by the designated high school official.
2. Must be recommended by the high school principal.
3. Must submit an application for admission and current high school transcript.
4. Must meet all of the Higher Education Policy Commission's Freshman Assessment and Placement Standards for an incoming freshman.

Official college credit will be given after the Registrar's Office has been officially notified that the student has graduated from high school. The college **must** be supplied with a final high school transcript.

Early entrance students who have not taken the ACT, SAT or West Virginia General Summative Assessment shall be required to enroll in MATH 106L and ENGL 101L unless the student or the student's advisor specifically request that the student take a Placement Examination. The Mathematics Placement Examination will be administered by the Department of Science and Mathematics. With the appropriate passing score, the student would be eligible to take the Math and/or English courses required by the major.

## **INTERNATIONAL STUDENTS**

Glenville State College is committed to promoting international understanding and respect for cultural diversity and, toward that end, particularly welcomes qualified international students.

All international applicants must take the international, standardized version of the test of English as a Foreign Language (TOEFL). Exceptions for English-speaking students will be made on a case-by-case basis. Applicants must submit official TOEFL test scores of 70 on the internet based exam or a 6 on the IELTS exam or higher to be eligible for full admission to Glenville State College. With a score of 70 (TOEFL) 6 (IELTS) or above, no additional language training is required for unconditional admission.

International students who submit official TOEFL scores below 70 on the internet based exam or 6 on the IELTS are also eligible for admission to Glenville State College once they have completed a summer intensive English program.

Applicants who submit official TOEFL scores are eligible for conditional acceptance to Glenville State College. These students are required to complete a summer Intensive English program prior to entering GSC. These conditionally admitted students are required to attain a minimum of 65 on the internet based exam TOEFL or 5.5 on the IELTS exam or achieved a grade of "C" or better in English 101 - Critical Reading and Writing I. Once a score of 70 on the internet based exam TOEFL or 6 on the IELTS is attained on the TOEFL exam or a "C" is attained in ENGL 101, the student is unconditionally admitted to the College.

Conditional admission as an international student may not be extended beyond three semesters, excluding summer sessions. If after two semesters of full-time study, an international student has not achieved a score of 70 or higher on the internet based exam TOEFL or 6 on the IELTS or higher or passed ENGL 101 - Critical Reading and Writing I with a grade of "C" or higher, that student will be placed on probation for the third semester. Barring exceptional circumstances, any international student who does not achieve a TOEFL score of 70 on the internet based TOEFL or 6 on the IELTS or grade of "C" or higher in ENGL 101 - Critical Reading and Writing within three semesters will not be allowed to continue at Glenville State College.

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

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a member of the National Association of Credential Evaluation Services (NACES) or by other designated officials. The official translation to English is the student's responsibility.

### **ADMISSION OF NON-DEGREE SEEKING STUDENT**

Glenville State may admit individuals as non-degree seeking students upon completion of an admission application. 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 student shall be allowed to enroll in no more than seven (7) hours per semester except by special permission of the Vice President for Academic Affairs. The student will be responsible for paying tuition and fees and is not eligible for federal financial aid.

Transcripts are not necessary for non-degree seeking students. Nor are they part of the student's academic transcript. However, if the transcripts are submitted, the transcripts will be filed until such time as the student becomes a degree-seeking student at Glenville State College.

If a non-degree seeking student wishes to change his/her enrollment status, that individual must complete an admission application (available at [www.glenville.edu](http://www.glenville.edu)) and submit it to the Office of Admissions along with all required documentation. Students changing degree status must meet all current admission requirements in effect at the time that the change of degree status is initiated.

### **CORE COURSEWORK TRANSFER & TRANSFERABILITY OF CREDITS**

The Higher Education Policy Commission of West Virginia has adopted a core coursework agreement to assure that students who transfer from one state college or university to another will receive credit for specified general education courses at the receiving institutions. Under the terms of the agreement, a student may transfer up to 32 credits of undergraduate coursework in the areas of English composition, communications and literature, fine arts appreciation, mathematics, natural science, and social science as general education credits. A list of courses contained in this agreement may be obtained from the Registrar's Office.

No more than 72 hours of credit completed at West Virginia community and technical colleges or regional campuses are transferable to Glenville State College. Exceptions to the 72 hour rule may only be made by the Vice President for Academic Affairs.

### **TRANSFER STUDENTS**

1. Applicants seeking admission to Glenville State College as transfer students must be eligible to return to the institution from which they intend to transfer. Students who meet this requirement and have earned 24 or more hours of college credit may be admitted, without conditions, upon the submission of an application for admission and an official transcript from ALL previous colleges attended.
2. Students seeking admission as transfer students who have earned fewer than 24 hours of college work must submit a high school transcript and ACT/SAT scores, as well as an

- official transcript from ALL previous colleges attended. If the student does not have at least one of the following criteria: (1) 2.0 average on their high school work, (2) ACT composite of 18 or above, (3) a combined verbal/math SAT score of at least 870, they may be admitted to an associate degree program. The student then must remediate all deficiencies before transferring into a Bachelor's degree program.
3. Any individual who has at least one year of military service, regardless of academic standing when last registered in college, may be readmitted either in good standing or on academic probation, whichever was the standing status when last registered in college.
  4. All previously completed college work listed on the student's transcript will be recorded on the student's record at Glenville State College.
  5. Students who transfer to Glenville State College from another college must have an overall and institutional GPA of at least 2.0 on all course work completed through Glenville State College as one of the criteria for graduation.

### **CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES**

Students enrolling in Glenville State College shall be assigned a residency status for admission, tuition and fee purposes by the Registrar. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The Registrar is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition and fee purposes is upon the student.

If there is a question as to domicile, the matter must be brought to the attention of the Registrar at least two weeks prior to the deadline for payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term previously attended.

The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

#### **Residence Determined by Domicile**

Domicile within the State means adoption of the State as the fixed permanent home and involves personal presence within the State with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the State prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment

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of West Virginia domicile with less than a twelve-month presence prior to the date of registration must be supported by evidence of positive and unequivocal action.

In determining domicile, the Registrar will give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions should be considered only as evidence that may be used in determining whether or not a domicile has been established. Factors mitigating against the establishment of West Virginia domicile might include such considerations as students not being self-supporting, being claimed as dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states and leaving the State when school is not in session.

### **Dependency Status for Residency Classification**

A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this State for admission.

### **Change of Residence**

A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making a permanent home in this State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the Registrar will consider those actions referenced under "Residence Determined by Domicile" above. A West Virginia Residency Application must be completed by the student wishing to seek in-state resident status and must be submitted along with any supporting documentation prior to the semester in which the student is wishing to be warranted as a resident. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

### **Military**

An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government will be classified as an in-state student for the purpose of

payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individual shall also be classified as in-state students for tuition and fee purposes.

Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes. Any student living in West Virginia and receiving education benefits provided under Chapter 30 or Chapter 33 from the U.S. Department of Veteran Affairs shall be charged in-state tuition and fees so long as such student is considered a “covered individual” as described in 38 U.S.C. 3679, as in effect at any time.

### **Citizens of Other Countries**

Students who meet the domiciliary requirements noted above, and who are U.S. Permanent Resident Aliens, Political Asylees or Political Refugees, or who hold an A, E, G, H, I, L, O, P, R, TD, TN, U, or V visa, may apply to be reviewed for in-state residency for tuition purposes. Students who hold B, C, D, F, J, K, M, or Q visas are not eligible for establishing in-state residency for tuition purposes. Students who meet the domiciliary requirements and who are the beneficiary of a pending I-485 application to adjust status to permanent resident may apply to be reviewed for in-state residency for tuition purposes.

### **Former Domicile**

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions under “Residence Determined by Domicile” regarding proof of domicile and intent to remain permanently in West Virginia.

### **Appeal Process**

The decision of the Registrar with the determination of residency classification may be appealed in accordance with appropriate procedures established by the President. An institutional committee on residency appeals shall be established and shall be chaired by the Vice President for Business and Finance. Three remaining positions shall be filled by representatives from the Office of Financial Aid, the Cashier’s Office, and the Admissions Office. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. The decision of the residency appeals committee shall immediately be provided to the student and to the Registrar and record of the residency appeal shall be kept in the Business Office. If the student is not satisfied with the decision of the residency appeals committee, he/she may appeal in writing to the President within 30 calendar days after receipt of the decision of the residency appeals committee. The President’s decision on residency is final and not subject to appeal.