

**TITLE 135  
PROCEDURAL RULE  
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

**SERIES 23  
BASIC GUIDELINES AND STANDARDS FOR ADMISSIONS AND PLACEMENTS AT  
COMMUNITY AND TECHNICAL COLLEGES**

**§135-23-1. General.**

1.1. Scope. -- This rule establishes basic guidelines and standards for institutional admissions policies for community and technical colleges.

1.2. Authority. -- West Virginia Code §18B-1-1A; §18B-2B-6; §18B-3C-2.

1.3. Filing Date. -- ~~February 11, 2015.~~

1.4. Effective Date. -- ~~March 13, 2015.~~

**§135-23-2. Statement of Principles.**

2.1. It is the intent of the Council for Community and Technical College Education (Council) that West Virginia residents have access to higher education opportunities commensurate with their interests and abilities. Working toward this end, the Council continues to encourage the development of academic programs which allow citizens throughout West Virginia to develop to the fullest, their capabilities for work and fulfillment of life. It is further the intent of the Council that admissions policies at the state-supported community and technical colleges ~~should~~ will foster the attainment of these broad goals of access to the highest extent possible within the limits of available education programs and resources.

2.2. In recognition of the diverse education programs offered by the different community and technical colleges, the Council considers it more appropriate to establish basic statewide guidelines and standards than to provide detailed provisions related to admissions criteria and procedures. Accordingly, the Council has identified certain basic guidelines and standards around which the community and technical colleges shall develop specific institutional admissions policies and practices ~~are to be developed.~~

2.3. This rule provides West Virginia community and technical colleges the parameters for establishing institutional procedures for the placement of students into required mathematics and English courses that can be applied toward an undergraduate academic certificate or degree.

2.4. The standards for new student assessment and placement are likewise designed to establish uniform procedures for the placement of students into required mathematics and English courses that can be applied toward an undergraduate academic certificate or degree at each institution.

2.5. Full or part-time students identified as requiring remediation must enroll in any required co-requisite courses or other entry-level college courses with supplementary academic support during the first 30 credits of enrollment. Exemptions to this policy can only be made by an institution's dean or designee.

**§135-23-3. Basic Admissions Standards.**

3.1. As a means of ~~ensuring a reasonable chance of~~ promoting student success in the postsecondary education programs for which students seek admission and of making the most productive use of effectively utilizing federal, state and community resources, institutional admissions policies shall incorporate ~~the following basic standards~~ these guiding principles.

3.1.a1. Admission to community and technical colleges is open to any person age ~~eighteen~~ 18 or older and able to benefit from post-secondary study at the community college level.

3.1.b2. Those who ~~possess~~ have earned a high school diploma recognized by a state department of education or who have earned an appropriate high school equivalency assessment credential may enroll as certificate ~~degree~~ or associate degree-seeking students.

3.1.c3. ~~Other persons~~ Students without a high school diploma or recognized equivalency may enroll as certificate ~~degree~~ or associate degree-seeking students on an ~~Ability to~~ Benefit basis ~~but shall be regularly evaluated~~ with regular evaluations to ensure continued academic success to determine whether their performance indicates an ability to continue their studies.

3.1.d4. Students seeking transfer admission or readmission ~~to a community and technical college~~ must meet the institution's basic admission standards.

3.1.e5. Early admissions standards for high school students enrolling in community and technical colleges are subject to the requirements of Section 135-19-6 of 135CSR19, Guidelines for Offering Early Enrollment Courses for High School Students.

3.2. Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community and technical colleges. Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require that copies of high school transcripts, satisfactory scores earned on a nationally recognized high school equivalency test and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.

#### **§135-23-4. Multiple Measures Placement Criteria.**

4.1. Multiple Measures is a strategy whereby community and technical colleges incorporate two or more criteria for placement. Under a multiple measures approach, standardized testing is no longer the sole means of determining if a student is prepared for college-level coursework.

4.2. Official high school transcripts, an official High School Equivalency Diploma, or Council approved high school equivalency test scores are required to be on file for each incoming student who is registered in an undergraduate degree program. Such documents shall be on file with the institution prior to the end of the first semester of the student's attendance.

4.3. The institution issuing the diploma can be validated by a College Entrance Examination Board (CEEB) code, by a state department of education, or by other established procedures determined by the institution.

4.4. Institutions may use, but shall not be limited to, the use of, the following information in determining placement:

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

4.4.2. Record of nontraditional learning experiences.

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

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

4.4.5. Recommendations and reports of interviews.

#### **§135-23-5. Co-requisite Course Requirements.**

5.1. Co-requisite courses are credit-bearing courses that provide aligned academic support for basic and required English or mathematics courses. These co-requisite course(s) are a required component of the academic course(s). Co-requisite courses are designed for students who do not meet placement requirements for a required mathematics or English course. In these co-requisite courses, the content is the same as the traditional credit-bearing course, but students are obligated to attend and participate in the academic support programs provided. Student attendance and participation is required to successfully complete the course.

5.2. Academic Support Programs are provided to help students overcome challenges and succeed in their academic pursuits. Programs encompass a broad array of educational strategies that include, but are not limited to, modular course delivery; summer boot camps; extra class sessions; accelerated learning program (ALP) model; supplemental instruction; additional lab instruction; tutoring; and/or other instructional strategies which provide additional in-class or outside-class assistance and monitoring of student progress beyond that usually associated with entry-level college credit courses.

#### **§135-23-46. Institutional Admissions Policies.**

46.1. Institutional admissions policies shall specify the basic admissions requirements of the institution as well as any requirements for entry into specific programs and ~~participation in~~ financial aid programs eligibility.

46.2. All institutional admissions policies shall be consistent with the “open admissions” philosophy of the comprehensive community college.

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

46.4. All institutional admissions policies shall be submitted to the Council for evaluation in terms of their compatibility with stated Council policies. Any amendments to admission policies shall be submitted to the Council prior to their actual implementation at the institutional level.

46.5. Subject to Council approval, institutions may establish more rigorous admission standards for admission into specific programs.