

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY C-7

STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

Section 1. General

- 1.1. Scope – Policy regarding basic guidelines and standards for institutional admission policies for BridgeValley Community and Technical College (BridgeValley).
- 1.2. Authority – W.Va. Code 18B-1-1A; 18B-2B-6; 18B-3C-2., WVCTCS Series 23: Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges.
- 1.3. Effective Date—July 12, 2013; Revised Effective Date—June 1, 2015.

Section 2. Purpose

- 2.1. It is the purpose of BridgeValley Board of Governors that West Virginia residents have access to higher education opportunities commensurate with their interest and abilities. Working toward this end, BridgeValley continues the development of academic programs which allow citizens throughout the state to develop their capabilities for work and fulfillment of life. As a means of attaining this goal, BridgeValley has identified these guidelines and standards which specify institutional admissions policies and practices.

Section 3. Basic Admissions Standards

- 3.1. As a means of ensuring a reasonable chance of success in the education programs for which students seek admission and making the most productive use of federal and state resources, BridgeValley Board of Governors shall incorporate the following basic standards.
 - 3.1.1. BridgeValley adheres to an Open Admission Policy. Except as provided in Sections 3.1.2. and 3.1.3. hereinafter and in BOG Policy C-8, admission is open to any person age eighteen or older and able to benefit from study at the community college level. However, admission to specific programs may have additional requirements.
 - 3.1.2. Those who possess a high school diploma or appropriate high school equivalency assessment may enroll as certificate degree or associate degree-seeking students.

- 3.1.3. Other persons may enroll as a certificate degree or associate degree-seeking student on an ability-to-benefit conditional enrollment basis. Enrollment under these conditions will be based on a case-by-case basis but shall be evaluated at the end of each term to determine whether their performance indicates an ability to continue their studies.
- 3.1.4. Students wishing to transfer from another institution to BridgeValley must provide an official transcript from each previous college attended. A transfer student with a cumulative grade point average of 2.0 shall be considered in good standing. Students with a cumulative grade point average of less than 2.0 shall be accepted on academic probation.
- 3.1.5. Students seeking readmission to BridgeValley in good standing must apply for readmission. Readmission to the institution does not automatically mean readmission to a previous program. A student who has been suspended for one semester for academic reasons may be readmitted after one semester has elapsed. Students who receive a second academic suspension are usually not readmitted. However, the student may petition the Committee on Classification and Grades for readmission to the institution after appropriate suspension period. If granted readmission by the committee, the student will return on academic probation and under whatever special circumstances the committee may deem advisable.
- 3.1.6. Any individual wishing to take courses, but not for a degree or certification, is considered a special student. Special students do not need to provide transcripts for admissions. Students admitted under the special student category are limited to taking fewer than 12 credit hours at BridgeValley. A special student who has attempted a maximum of 12 credit hours must apply for admission as a degree candidate by filing credentials with the Office of Admissions.
- 3.1.7. A BridgeValley student wishing to enroll at another college or university as a transient student must have the prior approval of their advisor, the Vice President of Academic and Student Affairs, and the Registrar. A student wishing to take courses to be transferred to another college may do so by applying for admission to BridgeValley. Students are strongly encouraged to obtain a transient student form from the home institution granting permission to enroll at BridgeValley as a transient student.

- 3.1.8. Early admissions standards for high school students enrolling at BridgeValley are subject to the requirements of Section 135-19-6 of 135CSR19, Guidelines for Offering Early Enrollment Courses for High School Students.
- 3.1.9. International students must have their completed application on file at least four months prior to their intended date of enrollment. Students applying for admission should have completed the equivalent of a secondary education with higher than average grades. The Test of English as a foreign Language (TOFEL) is recommended for all students with a native language other than English. A score of 500 or above on the paper-based TOFEL or 173 on the computer-based version of TOFEL, 61 or above on the internet-based version of TOEFL, or a score of 6.6 or above on the International English Language Testing Service (IELTS) is usually considered adequate for admission. International students must also provide financial statement documenting ability to pay for one year of tuition and all associated living expenses incurred while attending BridgeValley.

Section 4. Limited Enrollment Programs

- 4.1. BridgeValley offers several limited enrollment programs. These programs have specific admissions requirements which are listed in the college catalog and on the BridgeValley Website.