

**TITLE 135**  
**PROCEDURAL RULE**  
**WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**  
**SERIES 23**  
**BASIC GUIDELINES AND STANDARDS FOR ADMISSIONS 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. -- W. Va. 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 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 specific institutional admissions policies and practices are to be developed.

**§135-23-3. 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 of making the most productive use of federal, state and community resources, institutional admissions policies shall incorporate the following basic standards.

3.1.a. Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.

3.1.b. 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.c. Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.

## 135CSR23

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

3.1.e. Early admissions standards for high school students enrolling in community 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 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. Institutional Admissions Policies.**

4.1. 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.

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

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

4.4. 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.

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