

Admissions

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Qualifications

WVU Potomac State College is an open admissions institution for West Virginia residents. The principal qualifications for admission are graduation from an accredited high school or high school equivalent diploma through the General Equivalency Degree (GED) tests. Applicants are encouraged to submit ACT or SAT scores, which are used for placement purposes. If space is limited, the better prepared students are admitted.

WVU Potomac State College enrolls a diverse student population. While preference is given to West Virginia residents, qualified students from other states and countries are encouraged to apply. The University is committed to the goal of equal educational opportunity for all students: no candidate is denied admission because of race, religion, color, sex, sexual orientation, marital status, age, handicap or disability, veteran status, or national origin.

The primary focus of the admissions review is on academic potential. All of the required materials submitted by the applicant – application and transcripts - are reviewed carefully.

Applications for admission can be found online at the WVU Potomac State College Admissions (<https://admissions.potomacstatecollege.edu/apply/>) webpage.

When to Apply

Students are admitted on a rolling basis beginning August 1. First-time college applicants may apply any time after the beginning of their senior year of high school or after the applicant has successfully completed an equivalent diploma through the General Equivalency Degree (GED) tests. All credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning date of the semester for which the applicant is applying.

How to Obtain an Enrollment Application

Applications are available online at the WVU Potomac State College Admissions (<https://admissions.potomacstatecollege.edu/apply/>) webpage or in person at:

WVU Potomac State College
Office of Enrollment Services
75 Arnold Street
Keyser, WVU 26726
(800) 262-7332 (304) 788-6820
Go2PSC@mail.wvu.edu

Veterans

The Office of Academic Affairs offers assistance to veterans who are either enrolled or contemplating college enrollment. Information about the various forms of assistance for veterans is available online at the WVU Potomac State College Admissions (<https://admissions.potomacstatecollege.edu/apply/>) under the Apply tab in the Veterans section (<https://admissions.potomacstatecollege.edu/apply/veterans/>). Veterans may also contact:

Academic Services Coordinator
Administration Building Room 112 (Academic Affairs Suite)
304-788-7115

Visiting Students Coming to WVU Potomac State College

Individuals who desire to enroll as a visiting (transient) student may do so upon submission of a letter of good standing from the institution that was last attended or an official transcript from that institution. An application for admission must also be submitted.

Admission Revocation

An offer of admission can be revoked if an applicant's application materials are found to be falsified or if an admitted student engages in behavior that is not in compliance with the WVU Student Conduct Code (<https://studentconduct.wvu.edu/campus-student-code/>) prior to the first day of classes in the term of admission. If admission is revoked prior to the first day of classes, the admitted student may appeal the action to the Associate Provost for Undergraduate Academic Affairs. An enrolled student may be dismissed from the program or University if the student's application materials are found to be falsified, consistent with applicable policies or procedures in the Academic Standards (<http://catalog.wvu.edu/potomacstatecollegeofwvu/academicstandards/>) section of the catalog.

Readmission

If a student leaves the College for at least one complete semester fall or spring, an application for readmission must be submitted to the Office of Enrollment Services. Decisions on readmission are based on the student's academic standing.

If a student attended another institution(s), readmission will be based on the WVU academic standing along with academic credit earned at any other institution after leaving WVU. In order to be readmitted, a student must obtain an overall grade point average of 2.0 at all institutions attended since leaving WVU or attain a combined overall grade point average of 2.0 from all institutions attended including WVU.

See Academic Suspension Regulations in the Academic Affairs section.

Academic Forgiveness Policy

The West Virginia University system may provide academic forgiveness to some undergraduate students who were not successful in an attempt at higher education within the WVU system or who need forgiveness to qualify for admittance.

POLICIES GOVERNING ACADEMIC FORGIVENESS:

- For the purposes of admission, the West Virginia University system may honor academic forgiveness granted at a previously attended regionally accredited institution. Students requesting admittance who wish to have a previous grant of academic forgiveness honored must have a GPA of 2.0 or higher in at least 24 earned credit hours after academic forgiveness was applied.
- A student may receive academic forgiveness only once.
- Students requesting academic forgiveness cannot have been enrolled at any higher education institution for at least four calendar years.
- Students who receive academic forgiveness from the West Virginia University system will receive credit for all courses completed with a grade of D- or higher during the forgiven period of enrollment. While all grades and credit hours remain on the student's transcript, grades earned during the forgiven enrollment period will not be counted in the student's GPA.
- After receiving forgiveness, the student must satisfactorily complete all coursework required by the academic unit for graduation and at least 15 credit hours in the WVU system for an associate degree or 30 credit hours for a bachelor's degree.
- Students who receive academic forgiveness are not eligible to graduate with Latin honors.
- Academic forgiveness does not supersede some calculations used to determine eligibility for Satisfactory Academic Progress (<https://financialaid.wvu.edu/home/maintain/academic-progress/>) regarding financial aid, scholarships, and the veterans' benefits.
- Some professional programs and other regionally accredited institutions may not honor academic forgiveness conferred by the West Virginia University system. Students receiving academic forgiveness should consult with an academic advisor in the field they wish to pursue.

PROCEDURE:

- Students must complete the Academic Forgiveness form located on the Academic Forgiveness (<https://admissions.wvu.edu/forms-and-procedures/academic-forgiveness/>) page, and provide any requested documentation.
- Students applying for financial aid will need to submit a Free Application for Federal Student Aid (FAFSA) at the Federal Student Aid (<https://studentaid.ed.gov/sa/fafsa/>) webpage and file a Satisfactory Academic Process Appeal (SAP) if necessary.
- The form must be approved by the dean of the intended academic major and the Provost or designee. The Provost or designee makes the final decision regarding admission to WVU under the Academic Forgiveness policy.
- Students applying for Academic Forgiveness must meet with an academic advisor within the academic department they plan to enter.

Immunization Requirements

Requirements for WVU Potomac State College Immunizations (<https://admissions.potomacstatecollege.edu/admitted-students/immunizations/>) are posted on the Admissions website under Admitted Students.

Change of Address

The address that students submit on their application for admission to WVU Potomac State College is the permanent address that the College uses to mail important documents and information to the respective students.

Students are responsible for notifying the College of any change in their permanent addresses. In order to change an address, students must obtain an Address Update Form from the Office of Enrollment Services and submit the completed form to the same office. Students may also update their address online via the portal at portal.wvu.edu. Click on the Personal Information link.

Non-Degree Seeking Students

An individual who wishes to take courses but is not seeking a degree, will be classified as a non-degree student. Non-degree students are limited to part-time enrollment and may not register for more than 11 credit hours in any semester or 5 credit hours in any summer term. If at a later date, the student intends to work toward a degree, the student may apply for admission and submit all of the required documents. The student may apply previous satisfactorily completed course work toward the degree.

PSC Transient Students

In order to take a course or courses at another college or university, a student must complete a Transient Credit Application, which can be found at WVU Potomac State College Admissions webpage under the Forms (<https://admissions.potomacstatecollege.edu/forms/>) tab. To receive such approval, a student must have an overall 2.0 grade point average. All approved college-level work is accepted for transfer from accredited institutions, provided the above requirements have been met. To view a list of schools and courses already reviewed, visit the Transferring Course Credit to WVU (<https://admissions.wvu.edu/how-to-apply/transfer-students/transferring-course-credit-to-wvu/>) page. In addition, an official transcript must be received by the Office of Enrollment Services before any coursework can be counted toward degree requirements. Students cannot choose to transfer courses based on the grades earned. All courses from the institution(s) will be transferred.

International students returning to their home country to take coursework for transient study must complete the Transient Credit Application (<https://admissions.potomacstatecollege.edu/forms/>). Credit only (not grades) will be transferred to WVU from international institutions.

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Freshman

- Complete an application for admission (<https://admissions.potomacstatecollege.edu/apply/>).
- Submit an official copy of high school transcript. If the applicant is still completing high school, an official high school transcript for the classes completed so far should be submitted. In addition, the final high school transcript verifying graduation must be submitted when available.
- Submit official copies of ACT or SAT scores, if available. ACT/SAT scores are not used for admission but are used for placement into Math and English courses.
- Provide proof of immunizations. Requirements for WVU Potomac State College Immunizations (<https://admissions.potomacstatecollege.edu/admitted-students/immunizations/>) are posted on the Admissions website under Admitted Students.

General Equivalency Diploma (GED)/Test of Assessing Secondary Completion (TASC)/High School Equivalency Test (HiSET)

In lieu of a high school diploma, students are eligible for admission consideration having attained any one of the following equivalent credentials.

Students passing the Test Assessing Secondary Completion (TASC) will need to submit their State of West Virginia High School Equivalency Diploma.

A high school transcript must also be mailed to the WVU Office of Admissions. More information about the TASC exam can be found on the Test Accessing Secondary Completion (<https://tasctest.com/>) webpage.

The GED will be accepted for students who took the GED prior to January 2014, or from a state that does not administer the (TASC) exam. Students who have completed a General Equivalency Diploma (GED) with an average standard score of 2250 (450) or above must request that the State Department of Education mail copies of scores to the WVU Office of Admissions. In addition, a high school transcript must also be mailed to the WVU Office of Admissions.

The West Virginia Higher Education Policy Commission also approved the use of High School Equivalency Test (HiSET). More information about the HiSET exam can be found on the HiSET (<http://hiset.ets.org/states-policy/>) webpage.

Active Military Service Credit

Veterans may receive advanced placement for specific military experience and should contact the Office of Enrollment Services for specific information. Students with at least one year of active military service may receive college-level credit by submitting a copy of their DD214 or a Sailor/Marine/ACE Registry Transcript (SMART) or Army/ACE Registry Transcript System (AARTS) transcript.

ACCESS/Early Start Program

Academically talented high school juniors and seniors may be permitted to apply to take college courses prior to high school graduation. Students seeking admission into WVU Potomac State College's ACCESS Program must meet the following criteria:

HIGH SCHOOL JUNIORS AND SENIORS:

- Be a high school or home-schooled junior or senior during the semester when the desired course is offered.
- Hold a 3.0 GPA or higher.
- Some courses require students to complete a mathematics or English placement test.

ADDITIONAL REQUIREMENT FOR HIGH SCHOOL JUNIORS:

- Provide parental permission to take the course(s).

If an application for admission to the ACCESS Program is denied but extenuating circumstances may exist, the principal and/or guidance counselor may request reconsideration. In such cases, the decision to admit will be made by the Dean for Enrollment Management and the Dean for Academic Affairs.

Pre-Collegiate Examinations - Advanced Placement Program (AP)/College Level Examination Program (CLEP)/International Baccalaureate (IB)

POLICY

Equivalencies for pre-collegiate examinations such as Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP), are established by the academic unit which teaches the subject, based on the following university rules.

- Initially, a maximum of 4 credits is awarded for each single qualifying exam score. In consultation with their Academic Adviser, students may petition for additional credit based on their score and academic circumstances.
- Once an equivalency has been established and a student has requested that a course be recorded on the transcript, it cannot be removed from the student's record.
- Credit is normally awarded at the 100 level. In some circumstances, departments may request the college or school to award credit for a 200-level course. Credit at or above the 300 level is not granted.
- In certain subjects, direct equivalency to a WVU course is awarded. Many course equivalencies will satisfy General Education requirements.
- Individual programs may decide that non-direct equivalencies fulfill major or minor requirements; equivalencies are reflected in the student's Degree Works audit.
- Examination credit equivalencies posted to the student's transcript count as both attempted and earned credits. Although credit is awarded, no grades are recorded.
- Examination credits are awarded at the point of admission for both freshmen and transfer students. For transfer students, WVU articulates credit based on its established equivalencies. WVU does not honor the articulation made by previous institutions.
- Current students may not earn college credit via CLEP, unless a department does not offer credit-by-examination and the student has secured prior approval.

ADVANCED PLACEMENT PROGRAM (AP)

- Score of 3: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
- A score of 4 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students may request additional credit when applicable.
- The Advanced Placement chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

- Incoming freshmen may request credit equivalencies for CLEP exams they passed at the time of admission to WVU.
- A minimum score of 55 is required to earn credit equivalencies, although some programs may require a higher score.
- The CLEP chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

INTERNATIONAL BACCALAUREATE (IB)

- Standard Level (SL): no equivalencies
- Higher Level (HL)
 - Score of 4 or 5: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
 - Score of 6 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students to request additional credit when applicable.
- Diploma (DP): students who earn the diploma with a minimum score of 32/45 (71%) will have fulfilled all general education requirements. Coursework will be posted on the transcript according to the established equivalencies.
- The IB chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/frequently-asked-questions/ap-clep-and-ib-equivalency/>) page on the WVU Office of Admissions website.

PROCESS

- AP and IB credits: upon registration for their first semester at WVU, freshman students will work with their advisers to have the appropriate credits posted to their transcripts. In consultation with their adviser, students may petition to have additional credits recorded by filling out a petition, based on the equivalencies established by the academic units found on the AP, CLEP, IB, Cambridge International and Military Service Credit (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/frequently-asked-questions/ap-clep-and-ib-equivalency/>) page.
- CLEP exams results must be submitted at the time of admission. If current students wish to earn credits through CLEP because no credit by examination is offered in that subject at WVU, they must secure permission from the chair or director of their academic unit, as well as that of the chair or director of the unit that offers the course, before filling out a petition. Permission is documented by recording a note in Degree Works.

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Transfer Students from Divisional Campuses

Students enrolled at WVU Morgantown or WVU Institute of Technology must complete a Change of Campus form to transfer to the Keyser campus. The form can be found under the Forms and Procedures section of the WVU Undergraduate Admissions (<https://admissions.wvu.edu/forms-and-procedures/change-of-campus/>) webpage. WVU Potomac State College admission requirements must be met.

Transfer Students

We welcome transfer students who have completed post-secondary studies at a regionally accredited college or institution. Admissibility of students who wish to transfer from another college or university to WVU Potomac State College will be determined upon receipt of the documents listed below:

- Completed application for admission (<https://admissions.potomacstatecollege.edu/apply/>).
- Official transcripts from all previously attended colleges and universities. (Transcripts issued to the student or a facsimile “fax” transcript are not considered official.)
- Provided that the student meets the academic eligibility requirements as a returning student at the previous institution.

Credits and grades for college-level courses completed at any institution in the West Virginia state system of higher education may be transferable toward a degree. For institutions outside the West Virginia system and West Virginia private colleges and universities, grades and credits are transferable for college-level courses. In all cases, the application of transfer credit toward completion of degree is determined by the College upon enrollment.

If the applicant has fewer than 12 transferable hours of college credit, the applicant must meet freshman admission requirements. All credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning of the semester for which the applicant is applying.

ACT or SAT scores may be used for placement purposes in Mathematics and English.

Evaluation of Transfer Credit (Make consistent with Coursework done out of residence)

Credits and grades for college-level courses completed at any institution of higher education may be transferable towards an associate's or bachelor's degree or certificate. All colleges must be accredited by the Higher Learning Commission for the North Central Association of Colleges and Schools or by other regional accrediting associations accepted by WVU Potomac State College. Please consult the West Virginia Core Coursework Transfer

Agreement at <http://www.wvhepc.edu/resources/reports-and-publications/> for information on the state policy on general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned.

Transfer Credit Appeal Process

Students who transfer credits to WVU Potomac State College may appeal decisions on how credits were evaluated. Students opting to appeal a transfer evaluation must appeal to the Office of Enrollment Services within one semester of the transfer. Appeals should be made in writing and provide syllabi or other supporting documents. The Office of Enrollment Services will review the appeal and make any technical corrections to work evaluated as needed. If the Office of Enrollment Services finds no technical error in how the credit was evaluated, the student's appeal and syllabi will be forwarded to the respective division chair through which the course or similar course is offered and reviewed by the division chair or the chair's designee for a determination. If it is determined the course in question is not equivalent to an existing course, the appeal will be denied. If the appeal is denied, the student may appeal to the Dean of Academic Affairs. The Dean will convene a panel of faculty members to review the appeal. This panel will decide to either uphold the transfer evaluation as it stands or direct that the evaluation be changed. The Dean will notify all parties to the outcome of the process within 60 days of receipt of the appeal by the Office of Enrollment Services.

Students who wish to appeal the decision of the faculty panel may contact the West Virginia Higher Education Policy Commission. The Commission will review the request and make a recommendation to the President of the College.

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International Student Admission

WVU Potomac State College is authorized under federal law to enroll non-immigrant foreign nationals as international students. International students who wish to enroll as undergraduate students at WVU Potomac State College must comply with the stated academic requirements for admission and with certain additional academic and non-academic requirements.

APPLICATION DEADLINES ARE AS FOLLOWS:

- Fall Semester – June 1
- Spring Semester – November 1

APPLICANTS MUST SUBMIT THE FOLLOWING:

- Completed application for admission.
- Results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). TOEFL results must be sent to WVU Potomac State College directly from the Educational Testing Service (ETS) and the IELTS results must be sent directly from the University of Cambridge Local Examinations Syndicate.
- Original or certified copies of an official academic record in original language of issue.
- Original or certified copies of all certificates or diplomas in original language of issue.
- Official English translations of academic record and certificates/diplomas.
- For visa documents: certification of financial support and a copy of current passport or visa.
- Provide proof of immunization.

NOTE: Copies of academic records/transcripts, certificates or diplomas from international institutions may be sent by email for review purposes after application. However, original or certified copies of all official records/transcripts, certificates and diplomas must be submitted after admission or as soon as possible prior to registration.

Transcripts from US institutions must be sent directly from the US institution to WVU Potomac State College.

Applicants must submit all secondary school records as well as all university-level records. Transfer applicants should submit course descriptions or syllabi for all courses completed at the university level.

International applicants who have completed high school in the United States will also be required to submit ACT or SAT results.

The above items should be sent to the following address by the application deadline: Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726.

If possible, all application material should be submitted at one. Incomplete applications cannot be guaranteed consideration for the desired semester.

Please note: Documents received by WVU Potomac State College, including original documents, become the property of WVU and cannot be returned to or copied for the applicant. Students who have only one original copy of their credentials should submit certified copies.

Required Academic Credentials

Applicants must submit academic records from all secondary and post-secondary institutions attended regardless of whether grades were issued or credit was received. Potomac State requires that original or certified copies of the original academic documents from non-United States institutions be submitted. The required documents include the official academic record (showing course titles, dates taken, and grades received), and diploma(s) or certificate(s) showing degree awarded. These documents must be in the original language of issue. Official English translations must be included. Translations must be literal, word-for-word translations, and must indicate actual grades received, not an interpretation of the grades. Applicants who have studied in the United States are required to have the institution(s) in the U.S. send the official transcript directly to Potomac State.

To expedite the application process, it is strongly recommended that all undergraduate students (both freshmen and transfer) who have attended high school, post-secondary educational institutions, colleges or universities, outside of the United States, use World Education Service (WES) to complete the required professional credential evaluation of all academic work completed. A "detailed" or "course-by-course" evaluation, including a calculated grade point average (GPA), and WES certified copies of official documents are required for all work completed in a country other than the United States.

Transcripts, mark sheets, grade report examination results and degree certificates from all previously attended institutions should be sent to:

World Education Services (WES) Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
<https://www.wes.org/>

Sending credentials to WES will result in a faster evaluation; however, there is a fee associated with the evaluation. Credentials submitted directly to Potomac State College will take longer to evaluate, and there is no certainty as to the length of time it may require.

Once credentials have been submitted to WES for evaluation, any inquiries regarding the evaluation should be sent to World Education Services. (<https://www.wes.org/>)

English Language Proficiency

All applicants whose native language is not English must provide proof of English language proficiency. WVU uses the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as the measure of English language proficiency. A score of 500 on the paper-based TOEFL, or 61 on the internet-based TOEFL, or 6.0 on the IELTS is the minimum required of all such undergraduate applicants. Applicants must make arrangements to take the TOEFL/IELTS well in advance of the desired date of enrollment at WVU. Information about registration for the TOEFL can be obtained by writing to: Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA, or by contacting the local office of the United States Information Service (USIS). Information about registration for IELTS can be obtained by accessing the IELTS website at <http://www.ielts.org>.

TOEFL results are not required for applicants who have received a high school diploma and have obtained the required ACT /SAT test scores or a bachelor's degree from schools in the United States.

In some cases, SAT Reading or ACT English test scores may be used to meet English proficiency. A passing grade in the subject of English on the IGCSE or GCSE certificates from Cambridge International will be accepted for English proficiency.

Applicants who have completed English composition courses which are equivalent to WVU's ENGL 101 and ENGL 102 with a "B" average at a United States institution are not required to submit TOEFL/IELTS scores. Many online English composition courses are not considered equivalent and will require review and approval from the Potomac State English Department.

Financial Documents and Student Visa

International students requiring a form I-20 for student visa must provide certification of adequate financial resources. Generally, the student is required to provide an official bank statement showing the availability of the appropriate funds. If a private sponsor will be the student's source of support, the sponsor must submit a letter showing intent to sponsor and an official bank statement showing the availability of the appropriate funds. Other forms of support could include sponsorship certification from the student's government or sponsoring agency. In all cases, original or certified copies of financial/sponsorship documents must be submitted before the I-20 can be issued.

Immunization Requirements

Requirements for WVU Potomac State College Immunizations (<https://admissions.potomacstatecollege.edu/admitted-students/immunizations/>) are posted on the Admissions website under Admitted Students.